

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
DECEMBER 2, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, December 2, 2014 in the conference room of the Putnam County Courthouse at 300 E. Spring Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, Kay Detwiler, Leslie Sullins, John Donnelly, Jim Martin, Phil Wilbourn and Secretary Mike Atwood. Dale Moss was absent. Planning Director Kevin Rush and Planning Commission Engineer Patrick Rinks were also present. Others present included Herald Citizen Reporter Brittany Stovall, Skip Bartlett, Chris Vick, Jim Helton, Al Morgan, Marvin and Sue Dyer, Jerry Gaw, Terry Maddux, and County Executive Randy Porter.

AGENDA APPROVED

The December 2, 2014 agenda was accepted by mutual consent.

NOVEMBER 4, 2014 MINUTES APPROVED

Mike Atwood moved to approve the November 4, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION PLATS:

Al Morgan property discussion. Al Morgan would like to divide his property into two lots. One lot would be served by an easement (2121 Cane Creek Road, Tax Map 084, Parcel 003.00). He has built a cabin (2125) in the rear of the property and would like to split this and about an acre off from the rest of the tract. He has a total of 52 feet of frontage. Mr. Morgan proposed an easement to serve as access to both lots. If the existing frontage was split between the two proposed lots, this would result in a flag lot that is between 900 and 1000 feet long. Considering the lack of frontage, the Planning Commission recommended that he seek to acquire more road frontage. No action was taken on this as it was a discussion item only.

Marvin and Sue Dyer property discussion. The Dyer's own a 3.9 acre tract (Tax Map 082, Parcel 001.01) that has a set of apartments. They wish to sell a portion of the property, the area around the apartments to Terry Maddux. This would create a lot on both sides of the apartments. There is a sinkhole on one side of the apartments and the other side would be very steep. According to Mr. Dyer, the existing tract cannot support any more development due to extremely poor soils, as additional lots will not perk. Mr. Dyer wants to keep the remaining land, so that if the city ever extends sewer, then the lots would be buildable. Planning Director Rush recommended that the Planning Commission not approve any division with unbuildable lots, and that if septic approval can be obtained on the proposed lots, or the developer extends sewer at his expense to the lots, then the Planning Commission can approve the development, once all plat requirements are met. The Planning Commission told Mr. Dyer that they cannot approve such a development as is, and that he can submit a plat showing the sewer being extended or approved soil for the commission to approve. No action was taken on this as it was a discussion item only.

Hope Place Subdivision Preliminary Plat—Vick Surveying. This preliminary plat of Tax Map 096, Parcel 041.03 consists of 7 lots on Old Bridge Road, between Seven Springs Road and Briar Lane. The plat was prepared by Vick Surveying and the developer is Jerry Gaw. There is a six inch water line on Seven Springs Road, a four inch water line on Old Bridge Road, and a two inch water line on Briar Lane. Planning Director Rush stated that the plat needed

topographical contours and a hydrant. John Donnelly made a motion to approve the preliminary plat subject to the addition of topographical contours and a hydrant. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Redivision of Lots 4 & 5 Beckner Estates—Jim Helton, Surveyor. This preliminary plat of the redivision of Lots 4 and 5 of the Beckner Estates (Tax Map 008M, Group A, Parcels 004.00 and 005.00) consists of 6 lots on an extended Beckner Lane. A six inch water line extension is shown on the plat, with a new hydrant to serve the lots. The developer is Bob Southerlan. Planning Director Rush and Planning Commission Engineer Rinks stated that the following needed to be corrected on the plat: the cul-de-sac radius was platted at 50 feet and should be 55 feet; there was a house on Lot 13 that was not shown, and the hydrant from the previous subdivision was shown in the wrong location; and topographic contours need to be added. It was noted that the rock that was laid as part of the existing driveway (which will be part of the extended road) may or may not be considered adequate for the proposed road, at the discretion of Planning Commission Engineer and County Road Supervisor Randy Jones. John Donnelly made a motion to approve the preliminary plat subject to the cul-de-sac radius being changed to 55 feet, the hydrant location being corrected, the addition of topographic contours, and the house on Lot 13 being shown. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Fowler Division Final Plat— Jim Helton, Surveyor. This combined preliminary and final plat of the Fowler Division (Tax Map 042, Parcel 027.01) on Buck Mountain Road, at Brotherton Mountain Road consists of four lots on 2.4 acres. There is a six inch water line on Buck Mountain Road. The developer is Doug Fowler. Planning Director Rush and Planning Commission Engineer Rinks noted during a site visit that a hydrant located at Lot 4 would serve all the lots, and that there was a pond or wetland area on Lot 2 that needed to be shown as well. Jim Martin made a motion to approve the plat subject to installing a hydrant, Planning Commission Engineer certification being added to the plat, showing the pond/wetland on the plat, and approval of the soils by TDEC. Insure adequate water pressure for hydrant and Water Pressure Certification would be required. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Pryor Division – Whittenburg Surveying. This is a three lot subdivision on Bob Bullock Road of property owned by Ray and Jerri Pryor, Tax Map 096, Parcel 051.02. The lots are 1.32 acres to 1.74 acres in size. Lot 1 shows a small cemetery. All structures comply with the setbacks. Lots 2 and 3 are vacant. The remainder of the property is over five acres. The lots are served by an existing 8 inch water line with an existing fire hydrant that will be within 500 feet of all the lots. The back portions of the lots are in the floodplain but with a majority of each lot not in the floodplain. The existing cemetery was surrounded by a 25 foot easement to buffer all the known graves from development. The cemetery was accessed by an easement along the front of the lot, with the driveway location being restricted to adjoining Lot 2 due to site distance on the lot being restricted due to a curve. Leslie Sullins made a motion to grant final plat approval, subject to all plat signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Brenda Bussell and Donna Gaw Property

This is changing the boundary between family members. Brenda Bussell and Donna Gaw have agreed to transfer a portion of their property to the adjoining property tract. This is moving the line off of a barn, which was on the line. A 53 foot by 140 foot by 81

foot area will be taken off of Map 084, Parcel 072.00 and incorporated into Map 084, Parcel 072.05. This parcel has frontage on Brandi Lane, and has a house (2709 Brandi Lane) that does not encroach any setback, and is not in a special flood hazard area. The property is served by a four (4") inch water line. The plat was prepared by Whittenburg Land Surveying. The remainder of Map 084, Parcel 072.00 is over 5 acres. The size of Map 084, Parcel 072.05 is increased to 2.60 acres. Staff recognizes no deficiencies on the plat and granted administrative approval October 9, 2014.

Combining of Lots 4 and 5 of the J A Moore and Bob Carter Subdivision

This plat combines Lots 4 and 5 (Tax Map 018, Parcel 013.00) of the J A Moore and Bob Carter Subdivision. The combined lot on Dodson Branch Highway will be 1.60 acres, and will be served by a four (4) inch water line. There are no structures on the plat. The lots had already been combined for tax purposes. Staff recognizes no deficiencies on the plat and granted administrative approval November 5, 2014.

Charles Goff Subdivision

This plat created two lots on Henley Road from the Lanis Charles and Hazel Goff property. Two houses had been built on this property, and this plat will put them on individual lots. Lot 1 has a house (addressed 7919 Henley Road) and shed. This lot will be 0.78 acres in size. Lot 2 also has a house and shed and will be 0.78 acres. No structures encroach any setback. Both lots are served by a six (6) inch water line. Staff recognizes no deficiencies on the plat and granted administrative approval November 5, 2014.

Keith and Pamela Iser Property

This plat creates one lot on Paran Road from Tract 3 of the Mrs. JT (Katie) Robinson Estate Phase II, Tax Map 008, Parcel 045.04. The remainder of this tract is over 5 acres and has road frontage on Paran Road. Lot 1 is 1.85 acres and has been soil mapped and approved for a four bedroom septic system. The lot is served by a six (6) inch water line. The lot has been addressed as 1657 Paran Road. Staff recognizes no deficiencies on the plat and granted administrative approval November 22, 2014.

REVIEW OF PRELIMINARY PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. This is a sixteen (16) lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. The first phase contained four lots on N. McBroom Chapel Road. This phase contains 16 lots ranging in size from 0.47 acres to 0.65 acres fronting on a proposed road, Hensley Drive. As proposed, Hensley Drive will be approximately 870 feet in length, and a proposed six inch (6") waterline with hydrant between Lots 6 and 7. Conditional preliminary approval 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Donnie Suits is the developer. This is an 11 lot subdivision of Tax Map 082, Parcel 23.00. The lots are off Highway 70, near the Falling Water River. There is a proposed road, of approximately 700 feet in length, which all the lots will front. There is a six inch (6") water line on Highway 70, which will feed a proposed six inch (6") water line. A hydrant is also proposed between Lots 9 and 10. All lots will be within 500 feet of the hydrant. Conditional preliminary approval 9/2/14.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. Plat consists of sixteen (16) lots on 13.41 acres located on Ben Jared Road, adjacent to

Southern Hills Golf Course in the 16th Civil District (Tax Map 085, p/o Parcel 054.00). The remainder of the parcel is approximately 15 acres. There will be a new road between Lot 2 and Lot 3 of Phase II. The lots will be served by an existing six (6) inch water line with one proposed hydrant at the end of the cul-de-sac, which is proposed to be named Southern Hills Drive. The cul-de-sac shows a 55 foot radius. The lots range in size from 0.46 acres to 3.00 acres. The lot numbering picks up where Phase II ended, with these lots numbered 7-22. Drainage easements have been added to Lots 14 and 15. A utility easement has been added along the lot line between Lots 16 and 17 to allow the water lines to be looped with the next phase of development. Mike Atwood made a motion to grant preliminary approval, subject to Planning Commission Engineer Patrick Rinks' review and approval of the plan and profile of the proposed road. Motion was seconded and approved unanimously with Chairman Wright abstaining. Conditional preliminary approval 10/7/14.

OUTSTANDING LETTERS OF CREDIT--None

OTHER BUSINESS

- Change of venue and time discussion. Mike Atwood stated that since County Executive Porter offered the use of the conference room that we could meet here instead of the library. That would eliminate the need to set up tables and chairs before and take down after meetings. Mike Atwood made a motion to change the location of the Planning Commission meetings to the courthouse conference room and change the time from 6:30 PM to 6:00 PM. Motion was seconded and approved unanimously with Chairman Wright abstaining.
- Leslie Sullins stated that this was her last Planning Commission meeting as she was resigning, effective December 31, 2014. Chairman Wright stated that he would recommend to County Executive Porter that a woman be appointed to replace Leslie and if possible, someone from the eastern side of the county to help ensure geographical representation.
- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that due to the meeting location being moved due to the Christmas parade, that the public hearing can still be held, but action on the proposed Subdivision Regulations amendments should be postponed to the January, 2015 meeting, with another public notice in the paper. The commission opened the floor for public comment on the following proposed amendments at 7:45 PM:

Current wording of (Article II, C.14)

14. The following certificates shall be presented on the final plat:
- a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix A).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix A).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix A) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).

Possible amendment:

14. The following certificates shall be presented on the final plat, except plats subject to 15 below:
- a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix B).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix B) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).
 - g. Certification of Approval for Recording. (This one is not in the list in the subdivision regulations but needs to be added.)
15. For instances where a lot containing a house is being subdivided off of a larger tract, where the remainder is greater than five (5) acres, due to all impacts on existing infrastructure having been made by the construction of a residence; or for plats moving or changing a lot line between previously approved lots or existing lots of record, only the following certificates shall be presented on the final plat:
- a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).

- b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
- c. Certification of Approval for Recording.

Plat Submittal Deadlines

Current Wording:

Preliminary Plat Requirements (Article II, B.1)

1. At least ten (10) days prior to the meeting at which it is to be considered, the subdivider shall submit to the secretary or Staff Planner of the Planning Commission three (3) copies of any required preliminary plat of a proposed subdivision and one (1) copy each to the appropriate utilities (gas, water, electricity, sewer, telephone, CATV, etc.), the Planning Commission Engineer, and Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph.

Final Plat Requirements (Article II, C.5)

5. At least ten (10) days prior to the meeting at which it is to be considered the subdivider shall submit the original drawing and three (3) copies to the Planning Commission plus one (1) copy to each utility serving the area, and one (1) copy to the Planning Commission Engineer and one (1) copy to the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.

Proposed Wording:

Preliminary Plat Requirements (Article II, B.1)

1. At least eight (8) calendar days prior to the meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf) and one (1) printed copy of any required preliminary plat of a proposed subdivision and one (1) copy each to the appropriate utilities (gas, water, electricity, sewer, telephone, CATV, etc.), the Planning Commission Engineer, and Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph.

Final Plat Requirements (Article II, C.5)

5. At least eight (8) calendar days prior to the meeting at which it is to be considered the subdivider shall submit one (1) digital copy (as a pdf) and one (1) printed copy to the Planning Commission of the final plat plus one (1) copy to each utility serving the area, and one (1) copy to the Planning Commission Engineer and one (1) copy to the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.

Preliminary Plat Expiration

Current Wording: (Article II, B.9)

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within one year from the date of such approval; provided, however, that an extension of time is not applied for and granted by the Planning Commission. Not more than two (2) one-year extensions of a preliminary plat approval shall be granted. [Amended 2012]

Proposed Wording: (Article II, B.9)

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within three years from the date of such approval; Upon expiration, the developer may resubmit the plat, provided it complies with the Subdivision Regulations in effect at that time.

Current

APPENDIX D

CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Subdivider _____ Address _____ Phone _____

Surveyor _____ Address _____ Phone _____

Date submitted for preliminary approval: _____

CHECKLIST

____ 3 copies submitted 10 days prior to meeting. (1 copy to each utility).

____ Name of subdivision.

____ Drawn to a scale of not less than one inch equals 100 feet (unless variance granted by Planning Commission or Staff Representative).

____ Name and address of owner of record, subdivider and surveyor.

____ North point, graphic scale and date.

____ Vicinity map showing location and acreage of subdivision.

____ Boundary lines by bearing and distances.

____ Names of adjoining property owners and/or subdivisions.

____ Location of all existing physical features on land and nearby properties.

____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

____ Block numbers and lot numbers.

____ Plans of proposed utility layouts showing connections to existing or proposed utility systems and certification that water is available in amount and quality to provide for domestic use and fire protection.

____ Minimum building front yard setback line.

____ Present zoning classification, if any, on land in subdivision and adjacent land.

____ Cross-section and center line street profiles at suitable scales as may be required by street superintendent and/or Planning Commission.

____ Conforms to general requirements and minimum standards of design.

____ Percolation data have been gathered and proposed sewerage systems have been approved.

____ Putnam County Tax Map and Parcel Number.

____ Engineer inspection fee paid to County Trustee's Office.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

SIGNED: _____

Secretary of Planning Commission

Current

APPENDIX E

CHECKLIST FOR FINAL PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Preliminary approval granted: _____ (Date)

Submitted for FINAL approval: _____ (Date)

CHECKLIST

- _____ Submitted within three years from date of preliminary approval.
- _____ 3 copies submitted 10 days prior to meeting. (1 copy to each utility.)
- _____ Name of subdivision.
- _____ Drawn to a scale of 1" equals 100' on sheets not larger than 24" by 36" (unless variance granted by Planning Commission or Staff Representative).
- _____ Name and address of owner of record, subdivider and surveyor.
- _____ North point, graphic scale and date.
- _____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- _____ Reservations, easements or other non-residential areas.
- _____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.
- _____ Lot lines, alleys, building setback lines.
- _____ Size and location of all existing and/or proposed drainage infrastructure.
- _____ Location and description of monuments.
- _____ Names, locations of adjacent properties.
- _____ Lines, names and widths of all streets and roads.
- _____ Lots numbered in numerical order and blocks lettered alphabetically.
- _____ Location sketch map with floodable areas outlined.
- _____ Certificate of ownership and dedication.
- _____ Certificate of approval of water and sewerage systems and streets.
- _____ Certificate of accuracy by a surveyor licensed in the State of Tennessee.
- _____ Proposed deed restrictions if not a zoned area.
- _____ Conforms to general requirements and minimum standards of design.
- _____ Required physical improvements have been made or posted in the amount of \$ _____.
- _____ Copy of final approved plat as recorded submitted to E-911 office for property numbers assignment.
- _____ Road name signs and traffic control signs purchased at Putnam County Highway Department.

Proposed

APPENDIX D**CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION**

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Subdivider _____ Address _____ Phone _____

Surveyor _____ Address _____ Phone _____

Date submitted for preliminary approval: _____

CHECKLIST

____ Digital and printed copies of plat submitted 8 calendar days prior to meeting, plus 1 copy to each utility.

____ Name of subdivision.

____ Drawn to a scale of not less than one inch equals 100 feet (unless variance granted by Planning Commission or Staff Representative).

____ Name and address of owner of record, subdivider and surveyor.

____ North point, graphic scale and date.

____ Vicinity map showing location and acreage of subdivision.

____ Boundary lines by bearing and distances.

____ Names of adjoining property owners and/or subdivisions.

____ Location of all existing physical features on land and nearby properties.

____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

____ Block numbers and lot numbers.

____ Plans of proposed utility layouts showing connections to existing or proposed utility systems and certification that water is available in amount and quality to provide for domestic use and fire protection.

____ Minimum building front yard setback line.

____ Present zoning classification, if any, on land in subdivision and adjacent land.

____ Center line street profiles at suitable scales as required by Planning Commission.

____ Conforms to general requirements and minimum standards of design.

____ Percolation data have been gathered and proposed sewerage systems have been approved.

____ Putnam County Tax Map and Parcel Number.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

SIGNED: _____

Secretary of Planning Commission

Proposed**APPENDIX E****CHECKLIST FOR FINAL PLAT CONSIDERATION**

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Preliminary approval granted: _____ (Date)

Submitted for FINAL approval: _____ (Date)

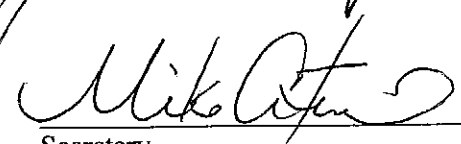
CHECKLIST

- _____ Submitted within three years from date of preliminary approval.
- _____ Digital and printed copies submitted 8 calendar days prior to meeting. (1 copy to each utility.)
- _____ Name of subdivision.
- _____ Drawn to a scale of 1" equals 100' on sheets not larger than 24" by 36" (unless variance granted by Planning Commission or Staff Representative).
- _____ Name and address of owner of record, subdivider and surveyor.
- _____ North point, graphic scale and date.
- _____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.
- _____ Reservations, easements or other non-residential areas.
- _____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.
- _____ Lot lines, alleys, building setback lines.
- _____ Size and location of all existing and/or proposed drainage infrastructure.
- _____ Location and description of monuments.
- _____ Names, locations of adjacent properties.
- _____ Lines, names and widths of all streets and roads.
- _____ Lots numbered in numerical order and blocks lettered alphabetically.
- _____ Location sketch map with floodable areas outlined.
- _____ Certificate of ownership and dedication.
- _____ Certificate of approval of water and sewerage systems and streets.
- _____ Certificate of accuracy by a surveyor licensed in the State of Tennessee.
- _____ Certificate of approval for recording.
- _____ Proposed deed restrictions if not a zoned area.
- _____ Conforms to general requirements and minimum standards of design.
- _____ Required physical improvements have been made or posted in the amount of \$ _____.
- _____ Copy of final approved plat as recorded submitted to E-911 office for property numbers assignment.
- _____ Road name signs and traffic control signs purchased at Putnam County Highway Department.
- _____ Engineer inspection fee paid to County Trustee's Office with receipt presented to Planning Commission Engineer.

No public comment was submitted as no one spoke for or against the proposed amendments. The public hearing was closed at 7:55 PM. The Planning Commission agreed to table the proposed amendments until the January meeting.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, January 6, 2015 at 6:00 p.m. at the Putnam County Courthouse conference room.


Chairman
Date
Secretary
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
NOVEMBER 4, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, November 4, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Dale Moss, Leslie Sullins, John Donnelly, Phil Wilbourn, Jim Martin and Secretary Mike Atwood. Members absent were Kay Detwiler and Jere Mason. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall and Surveyor Skip Bartlett.

AGENDA APPROVED---The November 4, 2014 agenda was accepted by mutual consent.

OCTOBER 7, 2014 MINUTES APPROVED

John Donnelly moved to approve the October 7, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION PLATS:

Ray and Gaw Division Replat. This is a redivision of the Edgbert Pippin Farm Subdivision Lot 3 and Harold Ray Division Lot 1 on Vivian Drive. Harold Ray purchased Lot 3 of the Edgbert Pippin Farm, identified as Tax Map 039, Parcel 064.08. He subdivided this lot to give to his daughter, Shawna Gaw, a 0.82 acre lot, identified as Tax Map 039, Parcel 064.11. This new lot took most of the original road frontage. Mr. Ray maintained 25 feet of frontage. Mr. Ray's address is 1914 Vivian Drive and his daughter's house (Gaw property) is 1908 Vivian Drive. Mr. Ray's other daughter would like to build a house on his land now. Twenty-five (25) feet of frontage from the Gaw property is being used so that there is enough road frontage available to subdivide. However, due to the shape of the properties involved, this will leave Mr. Ray with a flag lot with the flag pole portion longer than the maximum of 300 feet. All lots are served by a six (6) inch water line and are within 500 feet of a hydrant. Plat was approved on July 1, 2014 with a flag pole length of 388.91 feet. Soil shading was changed so that house could face the drive. This change resulted in a flag pole length of 475 feet. The plat was prepared by Whittenburg Land Surveying. Jim Martin made a motion to approve the plat with a variance for the length of the strip of access being over 300 feet in length. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Update on Pryor Division – Whittenburg Surveying. This was a three lot subdivision on Bob Bullock Road of property owned by Ray and Jerri Pryor, Tax Map 096, Parcel 051.02. The lots are 1.32 acres to 1.74 acres in size. It was withdrawn at the last meeting. Planning Director Rush stated that County Archives has a list of the cemeteries in Putnam County and how many graves. The cemetery shown on the plat was Messenger Cemetery and had five graves. No action was taken on this item.

REPORT OF ADMINISTRATIVELY APPROVED PLATS---None

REVIEW OF PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. This is a sixteen (16) lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. The first phase contained four lots on N. McBroom Chapel Road. This phase contains 16 lots ranging in size from 0.47 acres to 0.65 acres fronting on a proposed road, Hensley Drive. As proposed, Hensley Drive will be approximately 870 feet in length, and a proposed six inch (6") waterline with hydrant between Lots 6 and 7. Conditional preliminary approval 9/2/14.

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development. Mike Atwood made a motion to grant preliminary approval, subject to Planning Commission Engineer Patrick Rinks' review and approval of the plan and profile of the proposed road. Motion was seconded and approved unanimously with Chairman Wright abstaining. Conditional preliminary approval 10/7/14.

OUTSTANDING LETTERS OF CREDIT--None

OTHER BUSINESS

- Staff Report, Kevin Rush: Planning Director Rush presented several proposed Subdivision Regulations amendments to the Planning Commission to consider. The following was the preferred wording of the commission :

Current wording of (Article II, C.14)

14. The following certificates shall be presented on the final plat:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix A).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix A).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix A) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).

Possible amendment:

14. The following certificates shall be presented on the final plat, except plats subject to 15 below:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).
 - b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix B).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix B) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).
 - g. Certification of Approval for Recording. (This one is not in the list in the subdivision regulations but needs to be added.)
15. For instances where a lot containing a house is being subdivided off of a larger tract, where the remainder is greater than five (5) acres, due to all impacts on existing infrastructure having been made by the construction of a residence; or for plats moving or changing a lot line between previously approved lots or existing lots of record, only the following certificates shall be presented on the final plat:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix B).

- b. Certification by surveyor licensed in the state of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
- c. Certification of Approval for Recording.

Plat Submittal Deadlines

Current Wording:

Preliminary Plat Requirements (Article II, B.1)

1. At least ten (10) days prior to the meeting at which it is to be considered, the subdivider shall submit to the secretary or Staff Planner of the Planning Commission three (3) copies of any required preliminary plat of a proposed subdivision and one (1) copy each to the appropriate utilities (gas, water, electricity, sewer, telephone, CATV, etc.), the Planning Commission Engineer, and Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph.

Final Plat Requirements (Article II, C.5)

5. At least ten (10) days prior to the meeting at which it is to be considered the subdivider shall submit the original drawing and three (3) copies to the Planning Commission plus one (1) copy to each utility serving the area, and one (1) copy to the Planning Commission Engineer and one (1) copy to the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.

Proposed Wording:

Preliminary Plat Requirements (Article II, B.1)

1. At least eight (8) calendar days prior to the meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf) and one (1) printed copy of any required preliminary plat of a proposed subdivision and one (1) copy each to the appropriate utilities (gas, water, electricity, sewer, telephone, CATV, etc.), the Planning Commission Engineer, and Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph.

Final Plat Requirements (Article II, C.5)

5. At least eight (8) calendar days prior to the meeting at which it is to be considered the subdivider shall submit one (1) digital copy (as a pdf) and one (1) printed copy to the Planning Commission of the final plat plus one (1) copy to each utility serving the area, and one (1) copy to the Planning Commission Engineer and one (1) copy to the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with TDEC. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.

Preliminary Plat Expiration

Current Wording: (Article II, B.9)

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within one year from the date of such approval; provided, however, that an extension of time is not applied for and granted by the Planning Commission. Not more than two (2) one-year extensions of a preliminary plat approval shall be granted. [Amended 2012]

Proposed Wording: (Article II, B.9)

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within three years from the date of such approval; Upon expiration, the developer may resubmit the plat, provided it complies with the Subdivision Regulations in effect at that time.

Current

APPENDIX D

CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Subdivider _____ Address _____ Phone _____

Surveyor _____ Address _____ Phone _____

Date submitted for preliminary approval: _____

CHECKLIST

_____ 3 copies submitted 10 days prior to meeting. (1 copy to each utility).

_____ Name of subdivision.

_____ Drawn to a scale of not less than one inch equals 100 feet (unless variance granted by Planning Commission or Staff Representative).

_____ Name and address of owner of record, subdivider and surveyor.

_____ North point, graphic scale and date.

_____ Vicinity map showing location and acreage of subdivision.

_____ Boundary lines by bearing and distances.

_____ Names of adjoining property owners and/or subdivisions.

_____ Location of all existing physical features on land and nearby properties.

_____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

_____ Block numbers and lot numbers.

_____ Plans of proposed utility layouts showing connections to existing or proposed utility systems and certification that water is available in amount and quality to provide for domestic use and fire protection.

_____ Minimum building front yard setback line.

_____ Present zoning classification, if any, on land in subdivision and adjacent land.

_____ Cross-section and center line street profiles at suitable scales as may be required by street superintendent and/or Planning Commission.

_____ Conforms to general requirements and minimum standards of design.

_____ Percolation data have been gathered and proposed sewerage systems have been approved.

_____ Putnam County Tax Map and Parcel Number.

_____ Engineer inspection fee paid to County Trustee's Office.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

SIGNED: _____

Secretary of Planning Commission

Current

APPENDIX E
CHECKLIST FOR FINAL PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Preliminary approval granted: _____ (Date)

Submitted for FINAL approval: _____ (Date)

CHECKLIST

_____ Submitted within three years from date of preliminary approval.

_____ 3 copies submitted 10 days prior to meeting. (1 copy to each utility.)

_____ Name of subdivision.

_____ Drawn to a scale of 1" equals 100' on sheets not larger than 24" by 36" (unless variance granted by Planning Commission or Staff Representative).

_____ Name and address of owner of record, subdivider and surveyor.

_____ North point, graphic scale and date.

_____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.

_____ Reservations, easements or other non-residential areas.

_____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.

_____ Lot lines, alleys, building setback lines.

_____ Size and location of all existing and/or proposed drainage infrastructure.

_____ Location and description of monuments.

_____ Names, locations of adjacent properties.

_____ Lines, names and widths of all streets and roads.

_____ Lots numbered in numerical order and blocks lettered alphabetically.

_____ Location sketch map with floodable areas outlined.

_____ Certificate of ownership and dedication.

_____ Certificate of approval of water and sewerage systems and streets.

_____ Certificate of accuracy by a surveyor licensed in the State of Tennessee.

_____ Proposed deed restrictions if not a zoned area.

_____ Conforms to general requirements and minimum standards of design.

_____ Required physical improvements have been made or posted in the amount of \$ _____.

_____ Copy of final approved plat as recorded submitted to E-911 office for property numbers assignment.

_____ Road name signs and traffic control signs purchased at Putnam County Highway Department.

Proposed

APPENDIX D

CHECKLIST FOR PRELIMINARY PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Subdivider _____ Address _____ Phone _____

Surveyor _____ Address _____ Phone _____

Date submitted for preliminary approval: _____

CHECKLIST

_____ Digital and printed copies of plat submitted 8 calendar days prior to meeting, plus 1 copy to each utility.

_____ Name of subdivision.

_____ Drawn to a scale of not less than one inch equals 100 feet (unless variance granted by Planning Commission or Staff Representative).

_____ Name and address of owner of record, subdivider and surveyor.

_____ North point, graphic scale and date.

_____ Vicinity map showing location and acreage of subdivision.

_____ Boundary lines by bearing and distances.

_____ Names of adjoining property owners and/or subdivisions.

_____ Location of all existing physical features on land and nearby properties.

_____ Names, locations and dimensions of proposed streets, alleys, easements, parks and reservations, lot lines, etc.

_____ Block numbers and lot numbers.

_____ Plans of proposed utility layouts showing connections to existing or proposed utility systems and certification that water is available in amount and quality to provide for domestic use and fire protection.

_____ Minimum building front yard setback line.

_____ Present zoning classification, if any, on land in subdivision and adjacent land.

_____ Center line street profiles at suitable scales as required by Planning Commission.

_____ Conforms to general requirements and minimum standards of design.

_____ Percolation data have been gathered and proposed sewerage systems have been approved.

_____ Putnam County Tax Map and Parcel Number.

Disapproved _____, 20____, because of incomplete items above or other reasons as stated:

SIGNED: _____

Secretary of Planning Commission

Proposed

APPENDIX E
CHECKLIST FOR FINAL PLAT CONSIDERATION

Name of Subdivision _____

Location _____ Civil District _____ Zoning District _____

Owner of Record _____ Address _____ Phone _____

Preliminary approval granted: _____ (Date)

Submitted for FINAL approval: _____ (Date)

CHECKLIST

_____ Submitted within three years from date of preliminary approval.

_____ Digital and printed copies submitted 8 calendar days prior to meeting. (1 copy to each utility.)

_____ Name of subdivision.

_____ Drawn to a scale of 1" equals 100' on sheets not larger than 24" by 36" (unless variance granted by Planning Commission or Staff Representative).

_____ Name and address of owner of record, subdivider and surveyor.

_____ North point, graphic scale and date.

_____ Bearings of property lines and sufficient engineering data to locate all lines including radii, angles and tangent distances.

_____ Reservations, easements or other non-residential areas.

_____ Dimensions to the nearest 10th of a foot and angles to the nearest minute.

_____ Lot lines, alleys, building setback lines.

_____ Size and location of all existing and/or proposed drainage infrastructure.

_____ Location and description of monuments.

_____ Names, locations of adjacent properties.

_____ Lines, names and widths of all streets and roads.

_____ Lots numbered in numerical order and blocks lettered alphabetically.

_____ Location sketch map with floodable areas outlined.

_____ Certificate of ownership and dedication.

_____ Certificate of approval of water and sewerage systems and streets.

_____ Certificate of accuracy by a surveyor licensed in the State of Tennessee.

_____ Certificate of approval for recording.

_____ Proposed deed restrictions if not a zoned area.

_____ Conforms to general requirements and minimum standards of design.

_____ Required physical improvements have been made or posted in the amount of \$ _____.

_____ Copy of final approved plat as recorded submitted to E-911 office for property numbers assignment.

_____ Road name signs and traffic control signs purchased at Putnam County Highway Department.

_____ Engineer inspection fee paid to County Trustee's Office with receipt presented to Planning Commission Engineer.

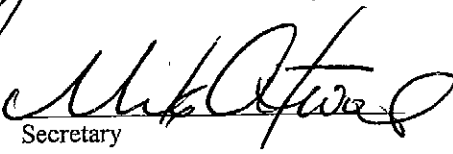
Planning Director Rush stated that he would send this to surveyors and developers with a public hearing scheduled for the December meeting.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, November 4, 2014 at 6:30 p.m. at the Putnam County Library.


Chairman

2014-12-02
Date


Secretary

12-3-14
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
OCTOBER 7, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, October 7, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, Dale Moss, Kay Detwiler, Leslie Sullins, John Donnelly, Jim Martin and Secretary Mike Atwood. Phil Wilbourn was absent as well as Planning Commission Engineer Patrick Rinks. Planning Director Kevin Rush was also present. Others present included Herald Citizen Reporter Brittany Stovall, Skip Bartlett, Larry Jackson, and County Executive Randy Porter.

AGENDA APPROVED

The October 7, 2014 agenda was accepted by mutual consent.

SEPTEMBER 2, 2014 MINUTES APPROVED

John Donnelly moved to approve the September 2, 2014 Minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION PLATS:

Knittle and Davis Final Plat – Larry Jackson Surveying. This is a transfer of property between adjoining property owners. Carl Davis (Tax Map 039E, Group E, Parcel 006.00) has agreed to purchase 1.53 acres from the Grace Knittle Trust (Tax Map 039E, Group A, Parcel 009.00). The area being purchased will front on Benton Young Road, as well as loop around the remaining 0.46 acre lot (Lot 1) at the corner of Benton Young Road and Goodwin Road to connect to the existing lot of Carl Davis. This acreage is going to be incorporated into his existing tract. There is an existing house and garage on Lot 1. The house complies with the setbacks, but the garage slightly encroaches in the setback. There is a three (3) inch water line on Benton Young and a two (2) inch line on Goodwin Road. Plat has a note stating: "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." John Donnelly made a motion to approve the plat with a variance for the setback violation. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Southern Hills Village Phase III Preliminary Plat – Whittenburg Surveying. The plat consists of sixteen (16) lots on 13.41 acres located on Ben Jared Road, adjacent to Southern Hills Golf Course in the 16th Civil District (Tax Map 085, p/o Parcel 054.00). The remainder of the parcel is approximately 15 acres. There will be a new road between Lot 2 and Lot 3 of Phase II. The lots will be served by a proposed six (6) inch water line with one proposed hydrant at the end of the cul-de-sac, which is proposed to be named Southern Hills Drive. The cul-de-sac shows a 55 foot radius. The lots range in size from 0.46 acres to 3.00 acres. The lot numbering picks up where Phase II ended, with these lots numbered 7-22. Drainage easements have been added to Lots 14 and 15. A utility easement has been added along the lot line between Lots 16 and 17 to allow the water lines to be looped with the next phase of development. Mike Atwood made a motion to grant preliminary approval, subject to Planning Commission Engineer Patrick Rinks' review and approval of the plan and profile of the proposed road. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Pryor Division Final Plat – Whittenburg Surveying. This is a three lot subdivision on Bob Bullock Road of property owned by Ray and Jerri Pryor, (Tax Map 096, Parcel 051.02). The lots are 1.32 acres to 1.74 acres in size. Lot 1 shows a small out-building and a cemetery (of

unknown size). All structures comply with the setbacks. Lots 2 and 3 are vacant. The remainder of the property is over five acres. The lots are served by an existing eight (8) inch water line with an existing fire hydrant that will be within 500 feet of all the lots. The back portions of the lots are in the floodplain but with a majority of the lots not in the floodplain. During a site visit that Patrick Rinks and Kevin Rush made on Wednesday October 1, several issues were noted. Site distance on Lot 1 was restricted due to a curve; there was a building and overhead electric lines on the plat that were not there; and there were grave markers near the fence on the northwest side. Much discussion revolved around the cemetery. The plat was withdrawn by the developer.

REPORT OF ADMINISTRATIVELY APPROVED PLATS---None

REVIEW OF PLATS PREVIOUSLY APPROVED

Hensley Plantation Phase 2 – Larry Jackson Surveying. This is a sixteen (16) lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. The first phase contained four lots on N. McBroom Chapel Road. This phase contains 16 lots ranging in size from 0.47 acres to 0.65 acres fronting on a proposed road, Hensley Drive. As proposed, Hensley Drive will be approximately 870 feet in length, and a proposed six inch (6") waterline with hydrant between Lots 6 and 7. Conditional preliminary approval granted 9/2/14.

Rivergate Subdivision – Chris Vick Surveying. Donnie Suits is the developer. This is an 11 lot subdivision of Tax Map 082, Parcel 23.00. The lots are off Highway 70, near the Falling Water River. There is a proposed road, of approximately 700 feet in length, which all the lots will front. There is a six (6) inch water line on Highway 70, which will feed a proposed six (6) inch water line. A hydrant is also proposed between Lots 9 and 10. All lots will be within 500 feet of the hydrant. Conditional preliminary approval granted 9/2/14.

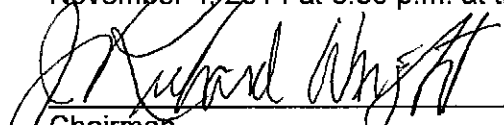
OUTSTANDING LETTERS OF CREDIT--None

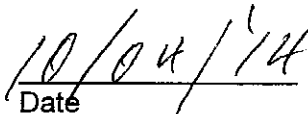
OTHER BUSINESS

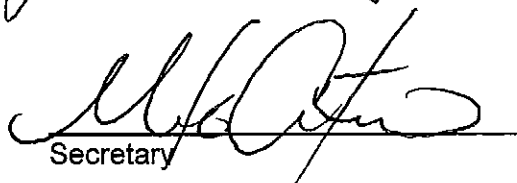
- Staff Report, Kevin Rush: Since the agenda was fairly light, Planning Director Rush stated that he would conduct a training session on Chapters 1 and 2 of the Planning Commissioner's Handbook, Second Edition, 2003. This session covered History of Planning in TN, the Legal Basis for Planning in TN, and Powers and Duties of the Planning Commission. All members present were credited with one hour of training.

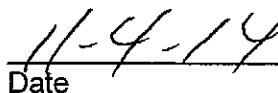
With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, November 4, 2014 at 6:30 p.m. at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
SEPTEMBER 2, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, September 2, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, Dale Moss, Kay Detwiler, Leslie Sullins, Phil Wilbourn, John Donnelly and Secretary Mike Atwood. Jim Martin was absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall, Charles Whittenburg, Skip Bartlett, Ron Taylor, Larry Suggs, Larry Jackson, John Jernigan, and Jack McDaniel.

AGENDA APPROVED

The September 2, 2014 agenda was accepted by mutual consent after adding two plats.

AUGUST 5, 2014 MINUTES APPROVED

Leslie Sullins moved to approve the August 5, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

SUBDIVISION FINAL PLATS:

Betty Matheny Property-- Betty Matheny, owner of Tax Map 026, Parcel 013.00 on Quinland Lake Road wants to subdivide the lot which has two houses on it. The lot is accessed by an easement. There is a small strip of frontage on Jasper Drive. The easement is a concrete drive that is shared by all the houses using the easement. There are four houses and one commercial structure that use the easement. The easement was originally recorded in 1973. The owner, who will retain Lot 1, has signed a note on the plat stating that Lot 1 will maintain the easement. John Donnelly made a motion to approve the final plat. Kay Detwiler made a motion to amend the motion to add, "There will be no further subdivision of the lots." Motion to amend was seconded and approved, with Dale Moss voting no, and Chairman Wright abstaining. Amended motion was seconded and approved. Jere Mason voted no, with Dale Moss abstaining and all other members (including Chairman Wright) voting yes. Mike Atwood had been momentarily called away and did not vote.

Resubdivision of Lots 74, 75, 76 and 77 Lake Valley Subdivision-- This plat is similar to the one that was denied (a redivision of Lots 74, 75, and 76) at the last meeting due to one of the lots being too small by including and changing a lot line of an additional lot (Lot 77). This plat, by Ron Taylor Surveying, adjusts the lot lines of these three lots. Jessie Hawkins, 2734 Lake Valley Drive, the owner of Lot 75 (Map 067N, Group D, Parcel 008.00) wants to buy a sliver of property from Lot 74 (Map 067N, Group D, Parcel 009.00), owned by Bobby Joe Roberts (2740 Lake Valley Drive) and a strip of approximately 41 feet by 116 feet of Lot 76 (Map 067N, Group D, Parcel 007.00), also owned by Mr. Roberts. Mr. Hawkins has a shed that encroaches the existing lot line with Lot 76 and a gravel drive that is completely on Lot 76. This will correct that encroachment and give him plenty of area to meet the current setbacks. Lot 76 now incorporates a portion of Lot 77 and all lots are now above the minimum lot size. Leslie Sullins made a motion to grant final approval subject to signatures. Motion was seconded and approved unanimously with Chairman Wright abstaining.

John Jernigan Property-- Ron Taylor presented this plat, which creates one lot from a 30 acre tract (Tax Map 71, Parcel 47). The overall tract is somewhat "L" shaped. There is road frontage on Walton Hills Road. The tract wraps behind a TVA substation. Behind the TVA substation, they are proposing a 1.2 acre tract that will be accessed by a 30 foot easement that wraps around the TVA substation to Walton Hills Road. Mr. Jernigan stated that he built the house several years ago and that he will maintain the easement. Dale Moss made a motion to approve the final plat with the ingress/egress easement, granting a variance on the required road frontage, reducing it to zero. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Franklin Square--Skip Bartlett, Whittenburg Surveying--This is a three lot subdivision of Tax Map 84, Parcel 41.00. The lots are on Long Lane Road, off West Cemetery Road. The lots are numbered 5, 6, and 7 since this is a continuation of the Franklin Square development. Lots 5 and 6 are both 24,822 sq. ft. (0.578 acres) with 120 feet of frontage on Long Lane Road. Lot 7 is somewhat "L" shaped as it wraps behind Lots 5 & 6. It has 172 feet of frontage on Long Lane Road and is 138,416 sq. ft. (3.18 acres). There is a fire hydrant on West Cemetery Road less than 500 feet from Lots 5 & 6, but more than 500 feet from Lot 7 setbacks as required. John Donnelly made a motion to approve the final plat subject to soils, and signatures, with a variance to allow the lot line of Lot 7 to be 490' from the hydrant with the setback being 525' from the hydrant. Kay Detwiler made a motion to amend the motion to prohibit further subdivision of Lot 7. Motion to amend failed due to a lack of second. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Hensley Plantation Phase 1 -- Larry Jackson Surveying-- This is a four lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. These four lots will front on N. McBroom Chapel Road. The four lots are the first phase of a larger 20 lot subdivision. There is a fifty foot (50') strip between Lots 2 and 3 for a proposed road leading into Phase 2. The lots are served by an 8" waterline on N. McBroom Chapel Road. Staff during preliminary discussions with the developer, recommended that a fire hydrant be installed to serve Phase 1. Developer has included a hydrant to serve Phase 1. John Donnelly made a motion to approve the final plat subject to signatures and installation of the fire hydrant. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Hensley Plantation Phase 2 -- Larry Jackson Surveying-- This is a sixteen (16) lot subdivision of a portion of Tax Map 38, Parcel 120.00. Larry Suggs is the developer. The first phase contained four lots on N. McBroom Chapel Road. This phase contains 16 lots ranging in size from 0.47 acres to 0.65 acres fronting on a proposed road, Hensley Drive. As proposed, Hensley Drive will be approximately 870 feet in length, and a proposed six inch (6") waterline with hydrant between Lots 6 and 7. It was reported that all soils were good. Patrick Rinks recommended that lot lines be readjusted to be in the low areas at back of subdivision or that a drainage easement may be required if the low areas were in the lots as presented. Rinks stated that the developer may want to consider leaving a 50' strip to connect to the remainder of the Hensley farm for further development in case it ever becomes available for purchase and development. Rinks stated that the developer also should have submitted the road plan and profile with the preliminary plat. John Donnelly made a motion to grant preliminary approval subject to developer providing the road plan and profile. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Rivergate Subdivision – Chris Vick Surveying— Donnie Suits is the developer. This is an 11 lot subdivision of Tax Map 082, Parcel 23.00. The lots are off Highway 70, near the Falling Water River. There is a proposed road, of approximately 700 feet in length, which all the lots will front. There is a six inch (6") water line on Highway 70, which will feed a proposed six inch (6") water line. A hydrant is also proposed between Lots 9 and 10. All lots will be within 500 feet of the hydrant. The radius of the cul-de-sac as shown on the plat was 50' instead of the required 55'. The contours on the plat were at 20' instead of the required 5' interval. Patrick Rinks stated that the developer also should have submitted the road plan and profile with the preliminary plat. John Donnelly made a motion to grant preliminary approval subject to developer providing the road plan and profile, the radius on the cul-de-sac being changed to 55' and the contours being changed to a 5' interval. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Jonathan Harris Property – Chris Vick Surveying— Jonathan Harris is the developer. This is a re-subdivision of two existing lots, Tax Map 063, Parcel 87.03 and 87.01. The lots are on Chaffin Road, off Old Baxter Road. Approximately 2.2 acres is being taken from Lot 2 (Parcel 87.03) and adding it to Lot 1 (Parcel 87.01). There is an existing house on Lot 2. It complies with all setbacks. Lot 1 contains a mobile home and several sheds/outbuilding. All outbuildings comply with the setbacks. The mobile home is almost completely within the setback. The lots are served by a 4 inch water line. The plat has a note stating that any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks. Leslie Sullins made a motion to approve the final plat of the redivision of the Jonathan Harris property with a variance for the mobile home being in the setback. Motion was seconded and approved unanimously with Chairman Wright abstaining.

Redivision of Lots 29 and 30 Poplar Estates – Whittenburg Surveying—Tommy Fitzgerald is the developer. This is a re-subdivision of two platted lots, which were combined into one parcel, Tax Map 067M, Group A, Parcel 003.00. The combined parcel is 1.11 acres in size. This parcel is surrounded on three sides by roads, Poplar Springs Road on the north side, and Lakeland Drive on the east and south. There is a six (6) inch water line on Poplar Springs Road and a two (2) inch water line on Lakeland Drive. There were two houses built on the combined lot. There will be a perpetual easement on the concrete driveway (which circles around behind the house on Lot 29 and connects back onto Lakeland Drive) as shown on the plat for Lot 30 to use. There is a garage on Lot 30 that slightly encroaches into the side setback. Mike Atwood made a motion to approve the final plat subject to the note on the easement being changed to state that driveway is as shown on the plat, adding a plat note stating any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks, and a recorded easement maintenance agreement. Motion was seconded and approved unanimously with Chairman Wright, Leslie Sullins, and Kay Detwiler abstaining.

Wilkerson Division – Jim Helton Surveying— David Wilkerson is the developer, with Jack McDaniel presenting a copy of the plat to the commission. This is a plat creating a lot around an existing house from Tax Map 042, Parcel 027.00, at the corner of Brotherton Mountain Road and Buck Mountain Road. The remainder of the tract will be more than five acres. It will be served by a four inch water line. All outbuildings on the lot comply with the setbacks. The home encroaches within the setback. The plat has a

note stating that any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks. Leslie Sullins made a motion to approve the Wilkerson Division with a variance for the home being in the setback. Motion was seconded and approved unanimously with Chairman Wright and Dale Moss abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Re-Subdivision of Tracts 1 and 2 of the Heffner Division Property

This is a Plat Amendment of Lots 1 and 2 of the Heffner Division. Robert and Tonya Poston (Tract 1, Map 010, Parcel 002.01) have agreed to sell a portion of their property to the adjoining property, owned by Jackson and Belina Heffner (Tract 2, Map 010, Parcel 002.00). The portion being transferred contains a shed. Tract 2 will now be 4.27 acres in size, with an existing house, shed and barn. All structures comply with the setbacks. The house on Tract 2 is addressed 1855 Timber Trail. Tract 2 is not in a special flood hazard area. The property is served by a four (4") inch water line. The plat was prepared by Whittenburg Land Surveying. The remainder of Tract 1 is over 5 acres. Staff recognizes no deficiencies on the plat and granted administrative approval August 8, 2014.

Combination plat on Lots 1 & 2 Southern Hills Village Phase II

In May 2014, the final plat of Southern Hills Village Phase II was approved by the Planning Commission. The following is from the May Planning Commission minutes.

CONSIDERATION OF FINAL PLAT, SOUTHERN HILLS VILLAGE

Surveyor Skip Bartlett was in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 for Doug Stewart, 1218 Buckingham Place, Cookeville, TN 38501, (931) 544-3849 to the Planning Commission for consideration. The plat consists of six (6) lots on 2.94 total acres located on Ben Jared Road, adjacent to Southern Hills Golf Course in the 16th Civil District (Tax Map 085, p/o Parcel 054.00). The remainder of the parcel is approximately 28 acres. Between Lot 2 and Lot 3, a fifty foot wide strip is reserved for future development. The lots will be served by an existing six (6) inch water line with one proposed hydrant on the east side of Lot 3 next to the reserved strip. As required for preliminary approval, Planning Director Rush and Engineer Rinks reviewed the preliminary plat with contours and site visited the subdivision and found that it met all requirements. Planning Director Rush stated that while he had talked to Skip regarding the final plat, it was not submitted for review. John Donnelly made a motion to grant final approval subject to staff review and approval of the plat, the fire hydrant being installed, TDEC approval of the soils for septic systems, and signatures. The motion was seconded and passed unanimously with Chairman Wright abstaining.

This plat combines Lots 1 and 2 into a single lot. The combined lot is 1.00 acre. Staff recognized no deficiencies on the plat and granted administrative approval on August 5, 2014.

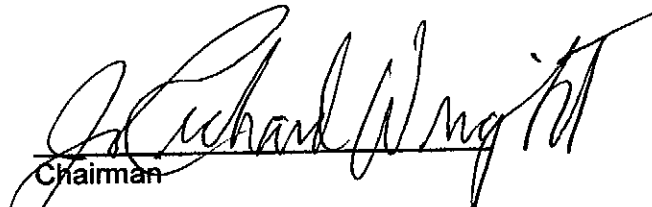
REVIEW OF PLATS PREVIOUSLY APPROVED--None

OUTSTANDING LETTERS OF CREDIT--None**OTHER BUSINESS**

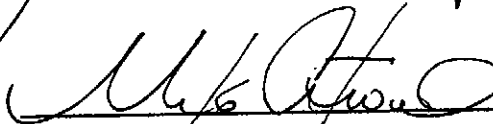
- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that some of the plats were submitted too late and asked whether or not they should be considered by the Planning Commission. All recommended that Staff Planner enforce the 10-day requirement in the subdivision regulations for plat submissions and recommended sending a letter notifying surveyors that this would be enforced. Planning Director Rush stated that he would send a letter out to all the surveyors that regularly work in Putnam County.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, October 7, 2014 at 6:30 p.m. at the Putnam County Library.


Chairman

10/07/2014
Date


Secretary

10-7-14
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
AUGUST 5, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, August 5, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Jere Mason, Dale Moss, Kay Detwiler, Leslie Sullins, and Secretary Mike Atwood. Jim Martin, Phil Wilbourn, and John Donnelly were absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall, Skip Bartlett, and Ron Taylor.

AGENDA APPROVED

The August 5, 2014 agenda was accepted by mutual consent.

JULY 1, 2014 MINUTES APPROVED

Mike Atwood moved to approve the July 1, 2014 minutes as presented. Motion was seconded and approved unanimously. Chairman Wright abstained.

SUBDIVISION FINAL PLATS:

Betty Matheny Property--This is a request for guidance. The owner, Betty Matheny, of Tax Map 026, Parcel 013.00 on Quinland Lake Road wants to subdivide the lot which has two houses on it. The lot is accessed by an easement. There is a small strip of frontage on Jasper Drive. Skip Bartlett, of Whittenburg Surveying, was here to seek guidance from the planning commission. Patrick Rinks and Kevin Rush visited the site. They noted that there were several other homes using the easement for access. Patrick Rinks stated that it felt like they were going in to a subdivision that is using the easement for access. The easement is a concrete drive that is shared by all the houses using the easement. There are four houses and one commercial structure that use the easement. One house has a drive on Quinland Lake Road, and only access the rear of the house via the easement. The planning commission told him to bring back documentation on the easement and show how they intend to split the property. No action was taken on this item.

Resubdivision of Lots 74, 75, and 76 Lake Valley Subdivision--This plat by Ron Taylor Surveying, adjusts the lot lines of these three lots. Jessie Hawkins, 2734 Lake Valley Drive, the owner of Lot 75 (Map 067N, Group D, Parcel 008.00) wants to buy a sliver of property from Lot 74 (Map 067N, Group D, Parcel 009.00), owned by Bobby Joe Roberts (2740 Lake Valley Drive) and a strip of approximately 41 feet by 116 feet of Lot 76 (Map 067N, Group D, Parcel 007.00), also owned by Mr. Roberts. Mr. Hawkins has a shed that encroaches the existing lot line with Lot 76 and a gravel drive that is completely on Lot 76. Mr. Hawkins is planning to build another shed adjacent to gravel drive. This will correct that encroachment and give him plenty of area to meet the current setbacks. The remainder of Lot 76 as proposed will be much less than the required 20,000 sq. ft. Ron Taylor stated that Lots 74, 76, and 77 (which is shown on the plat but not part of this request) are all owned by the same person, and he might want to combine Lot 77 and the remnant of Lot 76, or Lot 77 may be big enough to take some from it to make Lot 76 meet the minimum size. Leslie Sullins made a motion to deny approval of the plat due to Lot 76 not meeting the minimum size requirement. Motion was seconded and approved unanimously with Chairman Wright abstaining.

John Jernigan Property--Ron Taylor presented this plat, which creates one lot from a 30 acre tract (Tax Map 71, Parcel 47). The overall tract is somewhat "L" shaped. There are two houses

on the property now. The house near the road has frontage on Walton Hills but driveway is on proposed easement. Behind the TVA substation, they are proposing a 1.2 acre tract that will be accessed by a 30 foot easement that wraps around the TVA substation to Walton Hills Road. Planning Director Rush stated that it would be better for the easement to be part of the proposed lot, fee simple, and a variance given the width of the strip (being less than 50 feet of frontage) and on the length of the strip, which would be well over 1000 feet long. Ron Taylor stated that if it was fee simple with the lot, they would have to put an easement on it to use to access the house and the rest of the farm, so it was really swapping one easement for another. It was pointed out that the farm has plenty of road frontage that they could use to build another driveway in to the farm. Chairman Wright was concerned with the width of the easement and fire truck making 90 degree turn around TVA property. Leslie Sullins made a motion to table this until next month to gather more information and discuss with other planning commission members. Motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Kimberly Renee White Property--This is a Plat Amendment of Lots 18 and 19 of the Holly Springs Farm Subdivision. This is a plat combining Lot 18 (Tax Map 028F, Group A, Parcel 018.00), and Lot 19 (Tax Map 028F, Group A, Parcel 019.00). Lot 18 is being incorporated into Lot 19. There is a house on Lot 19 with an address of 3204 Calloway Court. There are no setback violations. The house is not in a special flood hazard area, even though the floodplain slightly encroaches on the combined lot in the rear. The property is served by a six (6") inch water line. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/25/14

Resubdivision Hamilton and Boles--This is a simple lot line adjustment between property owners. Ivan and Patty Hamilton (Tax Map 006, Parcel 001.02, 1.4 acres) are buying a 25 foot strip from their neighbors, David and Joan Boles (Tax Map 006, Parcel 001.06, 3.98 acres). The Hamilton's house is addressed at 828 Cindy Drive, with no structures on the Boles tract. There are no setback violations. The house is not in a special flood hazard area. The property is served by a six (6") inch water line. The plat was prepared by Larry Jackson Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 7/28/14

REVIEW OF PLATS PREVIOUSLY APPROVED---None

OUTSTANDING LETTERS OF CREDIT---None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush had nothing to report.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, September 2, 2014 at 6:30 pm at the Putnam County Library.

Chairman

Secretary

Date

Date

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
July 1, 2014

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, July 1, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Phil Wilbourn, Jere Mason, Dale Moss, Jim Martin, Leslie Sullins, John Donnelly and Secretary Mike Atwood. Kay Detwiler was absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall, Skip Bartlett, Harold Ray and Shawna Gaw.

AGENDA APPROVED

A new agenda was handed out at the meeting with a few additions/revisions and was accepted by mutual consent.

JUNE 3, 2014 MINUTES APPROVED

Jim Martin moved to approve the June 3, 2014 minutes as presented. Motion was seconded and approved unanimously. Chairman Wright abstained.

SUBDIVISION FINAL PLATS:
RAY AND GAW DIVISION

This is a redivision of the Edgbert Pippin Farm Subdivision Lot 3 and Harold Ray Division Lot 1 on Vivian Drive. Harold Ray purchased Lot 3 of the Edgbert Pippin Farm, identified as Tax Map 039, Parcel 064.08. He subdivided this lot to give to his daughter, Shawna Gaw, a 0.82 acre lot, identified as Tax Map 039, Parcel 064.11. This new lot took most of the original road frontage. Mr. Ray maintained 25 feet of frontage. Mr. Ray's address is 1914 Vivian Drive and his daughter's house (Gaw property) is 1908 Vivian Drive. Mr. Ray's other daughter would like to build a house on his land now. Twenty-five (25) feet of frontage from the Gaw Property is being used so that there is enough road frontage available to subdivide. However, due to the shape of the properties involved, this will leave Mr. Ray with a flag lot with the flag pole portion longer than the maximum of 300 feet. It will be 388.91 feet in length. All lots are served by a six (6) inch water line and are within 500 feet of a hydrant. The plat was prepared by Whittenburg Land Surveying. It was noted during discussion that the driveway would be shared. There was some discussion as to whether the lot was buildable with soil shading and low areas on lot and orientation of the house. Skip said they could locate house on the high area of the lot near the shaded area. Motion was made by Jim Martin to approve the plat with a variance on the length of the access strip, subject to soils, signatures, and recording a maintenance agreement on the shared drive with the recorded document being referenced on the plat. The motion was seconded and passed unanimously with Chairman Wright abstaining.

NEAL MILLARD DIVISION

This is a division of 5.1 acres into two lots with a small portion being transferred to an adjacent parcel on Rocky Point Road. Neal Millard gave his daughter (Linda Alcorn) a 1 acre lot (address 5027) on Rocky Point Road, next to his house (address 5049). Now that both Mr. and Mrs. Millard have passed away, the daughter would like to keep a small portion of the land to have a bigger back yard, and wants to sell the remaining acreage in two tracts. One tract (with Mr. Millard's house) will front on Rocky Point Road. The other lot will front on Victory View Drive. There is a 2 inch water line that traverses the proposed two lots. Tax Map 068, Parcel 050.00 is owned by Linda and Donald Alcorn and Tax Map 068, Parcel 051.00 is owned by Neal Millard. The plat was prepared by Whittenburg Land Surveying. It was noted during discussion that the driveway on Lot 1 would be shared. Motion was made by John Donnelly to approve the plat subject to the easement being shown on the plat, soils, signatures, and recording a maintenance agreement on the shared drive with the recorded document being referenced on the plat. The motion was seconded and passed unanimously with Chairman Wright abstaining.

STEVE AND MELODY HICKEY PROPERTY

This is a division of 3.22 acres into two lots on Southfork Road across from the intersection of John Gentry Road. It is a subdivision of Tax Map 086, Parcel 043.01 and is owned by Steve and Melody Hickey. Lot one (1) is 0.99 acres and contains a house and out building that both comply with setbacks. Lot two (2) is 2.23 acres and contains a house and multiple buildings. One of the buildings violates the front setback by approximately 11 feet. Some had concerns that there was no driveway access to the double wide on Lot 1. Skip indicated that the land lays to build a driveway. The plat was prepared by Whittenburg Land Surveying. John Donnelly made a motion to approve the plat with a variance on the setback for the one encroaching building subject to adding a note stating, "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." The motion was seconded and passed unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Catherine Hunter Division--The Catherine Hunter Division is a simple subdivision of Tax Map 043, Parcel 005.00 on Green Mountain Road, near the intersection with The Lane Road. The plat was prepared by Clinton Surveying. A lot of 0.786 acres is being created with the rest of the tract over five (5) acres. There is an existing house on the lot with an address of 145 Green Mountain Road. The existing house meets all setback requirements and is served by a 2 inch water line. The lot is not in a special flood hazard area. The lots meet all width and size requirements. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 5/30/14

Hutcheson Division--This Hutcheson Division is a simple subdivision of the Hutcheson Estate, Tax Map 018, Parcel 080.00 on Hutcheson Road, near the intersection with Free Hill Road. The plat was prepared by Ron Taylor Surveying. A 1.316 acre lot (Lot 10) and a one 1.136 acre lot (Lot 9) are being split from a large farm with the remainder over five (5) acres. Lots 9 and 10 are part of the court sale of the Hutcheson Estate which contains over 100 acres. Lots 9 and 10 are served by a 4 inch water line. The lots meet all width and size requirements. The lots are not in a special flood hazard area. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/13/14

Wayne and Marianne Langford Division--This Wayne and Marianne Langford Division is a simple one (1) lot subdivision off of Tax Map 005, Parcel 010.00 on Grimsley Road, between Anson Road and Fairview Road. The plat was prepared by Whittenburg Surveying. The lot of 2.52 acres is being created from the 16+ acre tract. Lot 1 is served by a 4 inch water line. The lot is not in a special flood hazard area. The lots meet all width and size requirements. The lot has been approved for septic and signed by TDEC for approval of soils. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/18/2014

Houston Dunn and Terry Dunn Property--This is a transfer of acreage between adjacent parcels on Cookeville Boatdock Road, both of which are owned by Houston Dunn and Terry Dunn. They have decided to make Tax Map 112, Parcel 034.01 larger, up to 0.94 acres from the original size of 0.25 acres to give an existing house (6750 Cookeville Boatdock Road) a larger back yard. The house and all buildings comply with the setbacks. The additional acreage comes from Tax Map 112, Parcel 034.00. This tract is approximately 30 acres. This is a transfer between adjoining tracts and no new tract is being created. The remaining acreage is exempt from the width and size requirements. The lot is not in a special flood hazard area. The property is served by a six (6") inch water line with a fire hydrant within 500 feet of the house. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/24/14.

Leroy and Helen Jones Property--This is a re-division of several parcels on Highway 70 East at the Falling Water River, owned by LeRoy and Helen Jones. They have parcels 030.01, 029.01, 028.00, and 023.00 on Tax Map 082. They are taking all of 030.01, 029.01, and 023.00

and just a portion of 028.00. A total of 5.36 acres of these parcels is being divided into two (2) lots. The remaining portion of Parcel 28.00 is over 5 acres. Lot 2 has an existing house (2516) as well as a pool house. There are no setback violations on this lot. Lot 1 contains several commercial/shop buildings, all of which comply with the setbacks. The remaining acreage is exempt from the width and size requirements. Buildings are not in a special flood hazard area, even though the floodplain slightly encroaches on the lots in the rear, well over 100 feet from the nearest building on lot 1 and over 200 feet from the nearest building on lot 2. The property is served by a six (6") inch water line. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/24/14.

Plat Amendment of Lots 38A, 39, & 40 of Hickory Flatts--This is a re-division of lot 38A (Tax Map 096K, Group B, Parcel 044.00), Lot 39 (Tax Map 096K, Group B, Parcel 045.00, and Lot 40 (Tax Map 096K, Group B, Parcel 046.00) of the Hickory Flatts Subdivision on Bradshaw Boulevard at the Falling Water River. Larry Mason owns Lots 38A and 39. He has agreed to sell a strip of Lot 39, twenty-five (25) feet wide, to Mark Stephens, who owns Lot 40. He is also combining the remainder of Lot 39 with Lot 38A, and designating the combined Lot 39. There is a house on Lot 40 with an address of 1851, with no building on the combined Lot number 39. There are no setback violations on Lot 40. The house is not in a special flood hazard area, even though the floodplain slightly encroaches on the lots in the rear. The property is served by a six (6") inch water line. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/25/14.

Kimberly Renee White Property--This is a Plat Amendment of Lots 18 and 19 of the Holly Springs Farm Subdivision. This is a plat combining Lot 18 (Tax Map 028F, Group A, Parcel 018.00), and Lot 19 (Tax Map 028F, Group A, Parcel 019.00). Lot 18 is being incorporated into Lot 19. There is a house on Lot 19 with an address of 3204 Calloway Court. There are no setback violations. The house is not in a special flood hazard area, even though the floodplain slightly encroaches on the combined lot in the rear. The property is served by a six (6") inch water line. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval. Approved 6/25/14.

REVIEW OF PLATS PREVIOUSLY APPROVED--None

OUTSTANDING LETTERS OF CREDIT--None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that he had emailed County Attorney Jeff Jones and sent him the subdivision regulations and the change in state law regarding vested property rights. Planning Director Rush is now waiting to meet with him to discuss the issue.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, August 5, 2014 at 6:30 p.m. at the Putnam County Library.

Chairman

Secretary

Date

Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JUNE 3, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, June 3, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Phil Wilbourn, Jere Mason, Dale Moss, Jim Martin, Kay Detwiler and Secretary Mike Atwood. Leslie Sullins and John Donnelly were absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall.

AGENDA APPROVED

The June 3, 2014 agenda, with the addition of election of officers and training, was accepted by mutual consent.

May 6, 2014 MINUTES APPROVED

Jim Martin moved to approve the May 6, 2014 minutes as presented. Motion was seconded and approved unanimously. Chairman Wright abstained.

DISCUSSION OF SUBDIVISION REGULATIONS IN RELATION TO REQUIRED SIGNATURES ON PLATS WITH ONLY A HOUSE LOT

Planning Director Rush stated that he would like to discuss a small change to the subdivision regulations in relation to the plat certifications required on final plats. Planning Director Rush informed the Planning Commission that as specified in the subdivision regulations, only the following certificates are required:

Current ARTICLE II PROCEDURE FOR PLAT APPROVAL

C. Final Plat Requirements

14. The following certificates shall be presented on the final plat:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix A).
 - b. Certification by surveyor licensed in the State of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification by duly authorized agent that utility systems, private or otherwise, have been installed or are proposed for installation in accordance with government requirements (Form 3-Appendix A).
 - d. Certification by Planning Commission Engineer or other duly authorized agent (Form 4-Appendix A) that the subdivider has complied with one of the following alternatives:
 - (1) Installed all improvements in accordance with the requirements of the regulations, or
 - (2) Posted a security bond in sufficient amount to assure such completion of all required improvements.
 - e. Certification of the Environmental Specialist with the Division of Ground Water Protection, Tennessee Department of Environment and Conservation or other designated representative with Tennessee Department of Environment and Conservation when individual sewage disposal or water systems are to be installed.
 - f. Easement and right-of-way restrictions (Appendix C).

Planning Director Rush stated that the certification of approval for recording is absent. It is implied in other places in the subdivision regulations, but was not listed here. Kay Detwiler noted that it is also absent in the final plat checklist as well.

At the April meeting, Planning Director Rush wanted to make sure that only the three signature blocks (owner, surveyor, and approval for recording) are required when the subdivision was dividing an existing house from a larger tract. Mike Atwood confirmed that he had signed many plats with only the three signature blocks.

Upon further review of the subdivision regulations, Planning Director Rush found no exception made for those plats to have only those three certificates, although that was the practice. Therefore he wanted to discuss a potential amendment to specify that for these types of plats, only the three certificates would be required.

15. For instances where a house is being subdivided off of a larger tract, where the remainder is greater than five (5) acres, due to all impacts on existing infrastructure having been made by the construction of a residence; or for plats moving or changing a lot line between previously approved lots or existing lots of record, only the following certificates shall be presented on the final plat:
 - a. Certification showing that applicant is the land owner and dedicates streets, rights-of-way, and any sites for public use (Form 1-Appendix A).
 - b. Certification by surveyor licensed in the State of Tennessee to accuracy of survey and plat and placement of monuments (Form 2-Appendix B).
 - c. Certification of Approval for Recording.

There was some discussion on the wording and the Planning Commission wanted Planning Director Rush to work with Kay Detwiler to get the wording finalized and bring it back to the Planning Commission. No action was taken on this item.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

- **Ronald Pardue Property**

This is a transfer of 1.1 acres between adjacent parcels on Kuykendall Road. Ronald Pardue has agreed to sell 1.1 acres from the rear of his property (Tax Map 018, Parcel 071.12) to the adjoining owner Linda Mason, who owns an approximately 16 acre tract (Tax Map 018, Parcel 071.05). This is a transfer between adjoining owners and no new tract is being created. The remaining lot, owned by Ronald Pardue, meets all width and size requirements. The lot is not in a special flood hazard area. The plat was prepared by Whittenburg Land Surveying. Staff recognizes no deficiencies on the plat and granted administrative approval.

- **Jackson Passage Place Plat**

This is a one lot subdivision located on Jackson Passage, off of Cumby Road, just off of Highway 56. The plat of parcel 004.03 on tax map 016 was prepared by Whittenburg Land Surveying. The 4.98 acre tract is being split into one 0.46 acre tract (Lot 1) and one 4.52 acre tract (Lot 2). Lot 1 shows one mobile home that complies with all setbacks and the lot meets all size requirements. Lot 2 shows three (3) mobile homes that all comply with setbacks and the lot meets all size requirements. The lots are served by a 3 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat and granted administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- **Southern Hills Village Phase II Preliminary Plat**

The final plat was approved at the May, 2014 Planning Commission meeting subject to staff review and approval of the plat, the fire hydrant being installed, TDEC approval of the soils for septic systems, and signatures. On May 23rd, Patrick Rinks emailed Planning Director Rush that Doug Stewart had called to inform him that the hydrant was installed and that he would look at it before he signed the plat. On May 27th, the final plat with approved soils and signature of Planning Commission Engineer Rinks was submitted to Planning Director Rush. The plat was signed by Secretary Mike Atwood, and picked up by the surveyor to be recorded.

OUTSTANDING LETTERS OF CREDIT--None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing to report.
- Staff Report, Kevin Rush: Planning Director Rush stated that he talked to the surveyor on the Hutcheson Estate that was advertised as going to auction in June. The sale ad showed four lots that were not over five acres. Two of these are lots of record. The surveyor said the plat would be ready in the next day or two for a simple subdivision plat on the two other lots, as soil work was completed and approved by TDEC. This will be administratively approved once it is confirmed to meet all the requirements.

ELECTION OF OFFICERS

Chairman Wright stated that it was again time to elect officers. Kay Detwiler moved to keep the existing officers (Richard Wright as Chairman, John Donnelly as Vice-Chairman and Mike Atwood as Secretary) the same for another year. The motion was seconded and approved with a unanimous vote. Chairman Wright abstained.

TRAINING SESSION

Planning Director Rush stated that since the agenda was light, he would like to present some information on several topics to the Planning Commission as a training session.

One member had emailed him asking about an article in the local paper where the headline read "Floodplain management means reduced rates". Planning Director Rush stated that the city of Cookeville had decided to participate in the Community Rating System (CRS) section of the FEMA NFIP. The CRS is similar to fire ISO ratings, where the ISO rating helps insurers to calculate risk assessment, prevention, and mitigation. To participate in the CRS, a community must meet certain benchmarks, with each benchmark worth points. All communities start as a class 10. Once enough points are earned, each lower class rating is equal to a 5% reduction in NFIP flood premiums. Planning Director Rush stated that it has been his experience that most communities found that the cost to comply with CRS was more than the projected savings on the flood insurance premiums.

Planning Director Rush had been asked about a news report that an area of Nashville (possibly Smyrna/Lavergne) had approved sprinkler systems for new houses and the developers and builders estimated it would add \$5000 to the cost of each house with a built in sprinkler system. Staff stated that he looked for the report online, but could not find it. Planning Director Rush

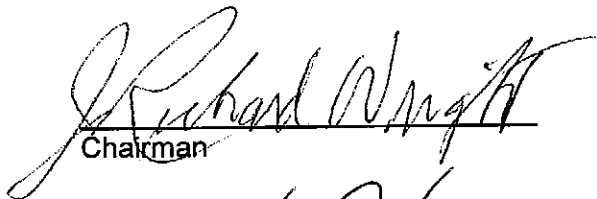
speculated that it could be where a community adopted the 2012 building code without removing the sprinkler requirement for residential construction, or just in areas without adequate water pressure and flow for fire hydrants to work properly. The Planning Commission asked him to find out what codes have been adopted by the local cities and if the code has a fire sprinkler requirement.

Another topic that Planning Director Rush wanted to present to the Planning Commission was a few changes to state law that he felt they needed to be aware of. The first was Public Chapter 686. As introduced, allows development standards in effect on date of application for building permit or approval of preliminary plat or site plan to remain the standards for final approval of the development. It amends TCA Section 13-4-310 and Section 13-3-413. Planning Director Rush stated that he wanted to discuss this amendment with the county attorney regarding how this will impact platting of subdivision.

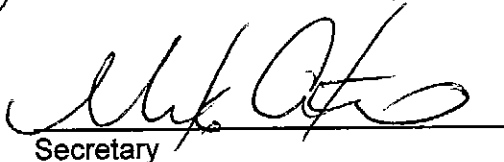
Public Chapter 581 was also discussed. As introduced, defines agriculture to include entertainment activities that occur on land where farm products and nursery stock are produced; required that the Tennessee Right to Farm Act be construed broadly to effectuate its purposes. It amends TCA Title 1, Chapter 3, Part 1; Title 43, Chapter 1, Part 1 and Title 43, Chapter 26, Part 1. Public Chapter 524 was also discussed in conjunction with PC 581. PC 524 as introduced, clarifies that buildings used as residences by farmers and farm workers are "incidental to the agricultural enterprise". It amends TCA Title 13, Chapter 7, Part 1. The effect of this bill will be to assure that building permits cannot be required for these type residences. The bill amends TCA § 13-7-114, the section that deals with the agricultural exemption under county zoning.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, July 1, 2014 at 6:30 PM at the Putnam County Library.


Chairman

2014-07-01
Date


Secretary

7-1-14
Date

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
May 6, 2014

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, May 6, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Phil Wilbourn, Jere Mason, Dale Moss, John Donnelly, Jim Martin, Leslie Sullins and Secretary Mike Atwood. Kay Detwiler was absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall, Danny West, Chris Vick, Rusty Norrod, and Skip Bartlett.

AGENDA APPROVED

Chairman Wright asked if the Planning Commission would consider a collective approval of several simple one and two lot subdivision plats on which Planning Director Rush found no deficiencies and no variances required. Chairman Wright asked the Planning Commission to consider the West Division Final Plat next considering the developer needed to leave for medical reasons. The changes to the May 6, 2014 agenda were accepted by mutual consent.

April 1, 2014 MINUTES APPROVED

Jere Mason moved to approve the April 1, 2014 minutes as presented. Motion was seconded and approved unanimously. Wright abstained.

CONSIDERATION OF FINAL PLATS, COLLECTIVE APPROVAL

The following items were grouped collectively for approval:

CONSIDERATION OF FINAL PLAT, JEREMY NASH PROPERTY

This is a one lot subdivision located on Nash Road. The plat of parcel 031.00 on tax map 117 was prepared by Whittenburg Land Surveying. One lot of 4.47 acres is being created, with the remainder over 5 acres. The lot contains an existing home (6833 Nash Road), a barn, and a shed that all comply with the setbacks. The lot is served by a 2 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

CONSIDERATION OF FINAL PLAT, COMBINATION OF LOTS 25 & 26 OF COMMODORE HEIGHTS PHASE II

This is a re-subdivision of approved lots located on Commodore Circle. The plat combines parcels 018.25 and 018.26 on tax map 93E, Group A. The plat was prepared by Clinton Surveying. The combined lot is 1.013 acres. The lot contains an existing home (on Commodore Cir.) that complies with the setbacks. The lot is served by a 6 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

CONSIDERATION OF FINAL PLAT, REVISED LOT 1, THE COVE PHASE 1

This is a plat amendment for lot 1 of the Cove Phase 1 located on Plantation Drive. The plat is to amend the property lines of parcel 001.00 on tax map 041E Group D. The plat was prepared by Vick Surveying. Robert and Laura Rich own the lot and are purchasing 0.2 acres from Sam Winfree (map 041 parcel 78.01). The 0.2 acres will be incorporated into the existing lot with no new lot being created. This is strictly a transfer between adjacent tracts of land. The lot contains an existing home (3420 Plantation Dr.) that complies with the setbacks. The lot is served by a 6 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

CONSIDERATION OF FINAL PLAT, COMBINATION OF LOTS 40 & 41 OF OAKWOOD SUBDIVISION

This is a re-subdivision of approved lots owned by Ronald and Betty Brown, located on Coleman Circle. The plat combines parcels 40.00 and 41.00 on tax map 86K, Group A. The plat was prepared by Whittenburg Land Surveying. The combined lot is 1.18 acres. The combined lot is vacant and served by a 6 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

CONSIDERATION OF FINAL PLAT, FAITH BROWN ADAMS PROPERTY FINAL PLAT

This is a one lot subdivision located on Tightfit Road at the intersection with Jared Ridge Road. The plat of parcel 16.02 on tax map 062 was prepared by Whittenburg Land Surveying. One lot of 2.12 acres is being created, with the remainder over 5 acres. The lot is vacant of any structures. The lot is served by a three inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

CONSIDERATION OF FINAL PLAT, COMBINATION OF LOTS 27 & 28 OF OAKWOOD SUBDIVISION

This is a re-subdivision of approved lots owned by Ronald and Betty Brown, located on Coleman Circle. The plat combines parcels 027.00 and 028.00 on tax map 86K, Group A. The plat was prepared by Whittenburg Land Surveying. The combined lot is 1.06 acres. The combined lot is vacant and served by a 6 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat.

John Donnelly made a motion to collectively approve the final plats for the Jeremy Nash Division; the Combination of Lots 25 & 26 of Commodore Heights Phase II; Revised Lot 1, The Cove Phase 1; Combination of Lots 40 & 41 of Oakwood Subdivision; Faith Brown Adams Property; and Combination of Lots 27 & 28 of Oakwood Subdivision. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, WEST DIVISION FINAL PLAT

This is a two lot subdivision on Clarence Nash Road, just outside of Baxter on Highway 70. Clarence Nash Road dead-ends at parcel 72.01, map 037, owned by Owen Coffman. The plat of parcel 072.00 on tax map 037 was prepared by Jackson Surveying. This 4.24 acre parcel is being divided into two lots, denoted as tract 2 and tract 3. The surveyor had originally included another adjoining parcel owned by Mr. West as tract 1, but it was removed since it is completely separate from the proposed subdivision. He did not change the tract numbers when it was removed from the plat. The parcel being subdivided is already split by Clarence Nash Road, with tract 3 (1.32 acres) being on the northwest side of the road and tract 2 (2.92 acres) being on the eastern side of the road. Tract 2 will also have road frontage on Stephanie Lane. The property is not served by any waterline, and instead, will have service lines with meters on Highway 70. The Coffman property is served this way, with a meter on Highway 70 and a service line in the right-of-way of Clarence Nash Road, from there to the house. Tract 3 is not served by any waterline. Tract 2 has access to 6" waterline on Stephanie Lane. John Donnelly made a motion to approve the plat subject to all plat certifications being signed and a note being added stating, "Tract 3 will be served by a water service line in Clarence Nash Road with the meter at the end of Clarence Nash Road at Highway 70. Said line must be installed according to Utility District regulations." The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, VERLIN HENSON PROPERTY

This is a one lot subdivision located on Bloomington Road. The plat of parcel 085.00 on tax map 038 was prepared by Vick Surveying. This is a re-subdivision of Lots 19-25 of the Herman Brown Subdivision. One lot of 1.87 acres is being created, with the remainder 5.14 acres. The lot contains an existing house (1196 Bloomington Road) and shed that conform to the setbacks, and a detached garage and barn that slightly encroach on the setbacks. There is a plat note stating: "Any new construction or additions to any current structure or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." The lot is served by a six inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat. Chris Vick stated that the walls of the barn are outside of the setbacks but the roof overhang encroached. John Donnelly made a motion to approve the plat with a variance for the barn encroachment. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, ROSCO MAHAN PROPERTY

This is a one lot subdivision located on Eller Ridge Road. The plat of parcel 096.00 on tax map 095 was prepared by Vick Surveying. One lot of 0.5 acres is being created, with the remainder over 5 acres. The lot contains an existing mobile home (4857 Eller Ridge Road) that encroaches on the setbacks. There is a plat note stating: "Any new construction or additions to any current structure or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." The lot is served by a six inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat. John Donnelly made a motion to approve the plat with a variance for the encroachment of the home. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, MARVIN AND DEBORAH HAMMONS PROPERTY

This is a one lot subdivision located on Stanton Road. The plat of parcel 005.00 on tax map 058 was prepared by Whittenburg Land Surveying. One lot of 1.47 acres is being created, with the remainder over 5 acres. The lot contains an existing home (994 Stanton Road), a barn, and a shed that all comply with the setbacks. There is another building that encroaches in the front setback (with the closest corner 8.86 feet from the property line). There is a plat note stating: "Any new construction or additions to any current structure or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." The lot is served by a 4 inch water line. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Staff recognizes no deficiencies on the plat. John Donnelly made a motion to approve the plat with a variance for the home encroaching in the front setback. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, ELBERTA AND VERNON BRIGGS PROPERTY FINAL PLAT

This is a one lot subdivision located on Tightfit Road. The plat of parcel 002.00 on tax map 062 was prepared by Whittenburg Land Surveying. One lot of 1.07 acres is being created, with the remainder over 5 acres. The lot contains an existing building that all complies with the setbacks. Said building is not a residence. The lot is not served by a public water line but would be served by a spring. The lot meets all width and size requirements. The lot is not in a special flood hazard area. Members discussed the need for public water to be extended in order for the Planning Commission to approve the subdivision of property. Also, discussion was held that if the property was subdivided in a lot greater than five (5) acres, Planning Commission approval would not be necessary. A motion was made by Leslie Sullins to deny the Elberta and Vernon Briggs property final plat due to no public water being available. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, SOUTHERN HILLS VILLAGE PHASE II

Surveyor Skip Bartlett was in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 for Doug Stewart, 1218 Buckingham Place, Cookeville, TN 38501, (931) 544-3849 to the Planning Commission for consideration. The plat consists of six (6) lots on 2.94 total acres located on Ben Jared Road, adjacent to Southern Hills Golf Course in the 16th Civil District (tax map 085, p/o parcel 054.00). The remainder of the parcel is approximately 28 acres. Between lot two (2) and lot three (3), a fifty foot wide strip is reserved for future development. The lots will be served by an existing six (6) inch water line with one proposed hydrant on the east side of lot three (3) next to the reserved strip. As required for Preliminary approval, Planning Director Rush and Engineer Rinks reviewed the preliminary plat with contours and site visited the subdivision and found that it met all requirements. Planning Director Rush stated that while he had talked to Skip regarding the final plat, it was not submitted for review. John Donnelly made a motion to grant final approval subject to staff review and approval of the plat, the fire hydrant being installed across from lot 3, TDEC approval of the soils for septic systems, and signatures. The motion was seconded and passed unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

It was by mutual consent that the Planning Commission wanted Planning Director Rush to review and approve all plats without variances that are eligible for administrative approval.

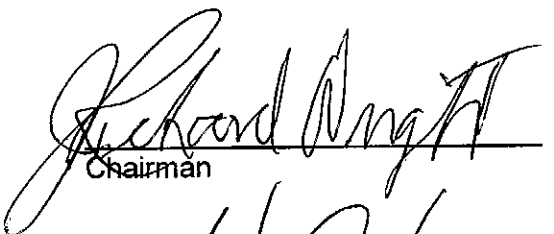
OUTSTANDING LETTERS OF CREDIT---None

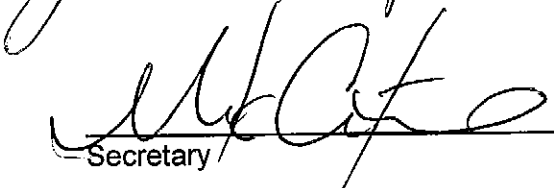
OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks informed the board that the fire hydrants were installed for the Carlisle Place Subdivision. However, they were installed off of the right-of-way and therefore an easement was added to the plat.
- Staff Report, Kevin Rush: Planning Director Rush had nothing to report.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, June 3, 2014 at 6:30 PM at the Putnam County Library.


Chairman


Secretary

06/03/2014
Date

6-3-14
Date

MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
April 1, 2014

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 p.m. on Tuesday, April 1, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Phil Wilbourn, Jere Mason, Dale Moss, Kay Detwiler and Secretary Mike Atwood. Members Vice-Chairman John Donnelly, Jim Martin, and Leslie Sullins were absent. Planning Commission Engineer Patrick Rinks and Planning Director Kevin Rush were also present. Others present included Herald Citizen Reporter Brittany Stovall, Ron Taylor, Brandy Templeton, James Lee, and Skip Bartlett.

New Planning Director Kevin Rush was introduced to the Planning Commission. Planning Director Rush informed the Planning Commission that he had worked within the area several years ago for the Local Planning Assistance Office, and had been the Smith County Planning Director for the last nine and one-half years. Planning Director Rush stated that today was his first day and he looked forward to working with the Planning Commission.

AGENDA APPROVED

The April 1, 2014 agenda was accepted by mutual consent after adding Carlisle Place Final Plat and Southern Hills Village Phase II preliminary plat to the agenda.

March 4, 2014 MINUTES APPROVED

Mike Atwood moved to approve the March 4, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, BRANDY TEMPLETON DIVISION

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931)261-2295 provided a plat for James and Sara Lee, 2544 Canada Flatt Road, Cookeville, TN 38501, (931)265-9026 for consideration. The plat consists of one (1) lot of approximately 1.00 acre located off Buck Mountain Road and Falling Water Road, on Canada Flatt Road in the 3rd Civil District (tax map 051, parcel p/o 028.00). The proposed lot is a vacant lot that is accessed by an easement running approximately 750 feet from Canada Flatt Road. The plat shows the easement currently runs through property owned by Bessie Stephenson (tax map 051, parcel 025.02) and serves properties of Bob Freeman (tax map 051, parcel 031.00), whose parcel also accesses Canada Flatt Road, George Conley (tax map 051, parcel 022.00), who has access to Canada Flatt Road through three (3) additional parcels (tax map 051, parcels 021.01, 021.00 and 023.02), and James Lee (tax map 051, parcels 026.04, 029.00, and 028.00). The James Lee property is accessed only from the easement. James Lee maintains the 10' – 12' wide gravel drive. Taylor reported that a fence is located 15' north of center of easement. The proposed lot once had a mobile home located on the property. James Lee has submitted a subdivision plat to create a one (1) acre lot for his daughter to construct a home. Surveyor Ron Taylor stated the proposed lot already has an installed subsurface septic system and water meter. A road right-of-way easement agreement was also provided for the proposed lot. The minimum width of the easement was discussed. The recorded easement does not define the width of the easement. Mike Atwood stated that the width of the easement is a concern and it should have a specified width. Kay Detwiler stated that if this were a flag lot, it would have to have a minimum of twenty-five (25) feet of fee simple road frontage, but the length could not exceed 300 feet, which this easement does. After much discussion, Mike Atwood made a motion to approve the plat subject to all of the parties (Bessie Stephenson, Bob Freeman, James Lee, and George Conley) agreeing to specify the width of the easement at thirty (30) feet, (15 feet off center each way) of the existing easement/driveway, that a document signed by all parties be recorded, and if the width is not agreed upon to be 30 feet, then the plat would have to come back to the Planning Commission. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, CARLISLE PLACE

Surveyor Skip Bartlett was in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens Street, Cookeville, TN 38501, (931)528-5263 for Doug Stewart, 1218 Buckingham Place, Cookeville, TN 38501, (931)544-3849 to the Planning Commission for consideration. The plat consists of eight (8) lots on approximately 4.61 total acres located at the intersection of Plunk Whitson Road and Carlisle

Road in the 7th Civil District (tax map 029, p/o parcels 075.00 and 075.05). The proposed lots are served by an existing eight-inch (8") water line running along Plunk Whitson Road and an existing six-inch (6") water line running along Carlisle Road. Two (2) fire hydrants were depicted on the plat to serve the proposed lots, meeting all distance requirements. Remaining portion of the two parcels creating the lots is over five (5) acres with road frontage on Carlisle Road, and exempt from platting requirements. All proposed lots meet minimum lot size criteria. Surveyor Skip Bartlett stated that this was not on the agenda because he did not get them submitted to the planning office before the deadline. Planning Commission Engineer Patrick Rinks recommended the plat be approved subject to the hydrants being installed, pressure testing on said hydrants, and all plat certifications being signed, including the engineer's certificate. Mike Atwood made a motion to approve the plat subject to the hydrants being installed, pressure testing on said hydrants, and all plat certifications being signed, including the engineer's certificate. Two certifications (water pressure certification and certification of the approval of streets and utilities) need to be added to the plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, SOUTHERN HILLS VILLAGE PHASE II

Surveyor Skip Bartlett was in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens Street, Cookeville, TN 38501, (931)528-5263 for Doug Stewart, 1218 Buckingham Place, Cookeville, TN 38501, (931)544-3849 to the Planning Commission for consideration. This plat was added at the last minute because UCEMC needed preliminary approval so they could start setting their poles on the property corners. The plat consists of six (6) lots on 2.94 total acres located on Ben Jared Road, adjacent to Southern Hills Golf Course in the 16th Civil District (tax map 085, p/o parcel 054.00). The remainder of the parcel is approximately 28 acres. Between lot two (2) and lot three (3), a fifty foot wide strip is reserved for future development. The lots will be served by an existing six (6) inch water line with one proposed hydrant on the east side of lot three (3) next to the reserved strip. The plat did not show the topographic contours. Patrick Rinks stated that he would like to see the topographic contours shown on the plat. Kay Detwiler made a motion to grant preliminary approval subject to topo lines being added and for Patrick Rinks and Kevin Rush to meet and review the site, and their approval of the preliminary plat. Motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner Jon Ward granted administrative approval to the following plat(s):

Final Subdivision Plat—Eugene & Ruby Branam Property—March 5, 2014

Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens Street, Cookeville, TN 38501, (931)528-5263 provided a plat for Eugene and Ruby Branam, 357 Locust Grove Road, Cookeville, TN 38501, (931)260-0082 for consideration. The plat consists of two (2) lots on approximately 2.77 acres located at the intersection of Locust Grove Road and Eaton Road in the 7th Civil District (Tax map 039, parcel 223.00). The plat depicts an existing house with septic system, shed, out building and barn on proposed lot one (1) of approximately 2.00 acres, all sited within required building setback lines. Lot one (1) has ingress/egress on Locust Grove and Eaton Road. Proposed lot two (2) depicts an existing single-section single-wide mobile home with septic system on approximately 0.77 acres, also sited within required building setbacks. Lot two (2) is accessed off Eaton Road. The properties are served by an existing six-inch (6") water line running along Locust Grove Road and a two-inch (2") water line running along Eaton Road. The plat was noted stating "Lots 1 and 2 have not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lots or the existing systems." The owner is subdividing the property to get a reverse mortgage for the home on lot one (1). The reverse mortgage company is requiring the mobile home be separated from the lot with the existing home. Staff Planner recognizes no deficiencies and grants administrative approval.

Final Plat for J.B. Mason Div.---March 12, 2014

Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931)525-1707 provided a final plat for Oliver Mason, 4020 Ridgetop Drive, Algood, TN 38506, (931)261-1139 for consideration. The plat consists of one (1) lot on approximately 0.78 acres located off Highway 136 (Dodson Branch Road) on Bob Lynn Road in the 15th Civil District (Tax Map 009, parcel 083.00). The plat depicts a one story brick home and accessory structure, both sited within required building

setbacks. The plat was noted stating, "The property has not been evaluated pursuant to the plat review for a SSD system and plat approval does not constitute approval of the property or the existing system." The proposed lot is served by an existing four-inch (4") water line. Remaining acreage is over five (5) acres with road frontage on Bob Lynn Road and exempt from platting requirements. Staff Planner recognizes no deficiencies and grants administrative approval.

Final Plat for Scott Chadwell Division---March 24, 2014

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931)261-2295 provided a plat for Scott Chadwell, 5305 Gant Road, Baxter, TN 38544, (931) 979-1463 for consideration. The plat consists of one (1) lot on approximately 0.650 acres located off Baxter Road and Water Plant Road, on Gant Road in the 8th Civil District (tax map 093, parcel p/o 002.00). The proposed lot is a vacant lot located on the eastern side at the terminus of Gant Road. The proposed lot is served by an existing two-inch (2") water line running along Gant Road. Surveyor Ron Taylor verified the terminus of Gant Road, which is a county maintained road. The plat shows the proposed lot has approximately 106.3 feet of road frontage on Gant Road. Staff Planner recognizes no deficiencies and grants administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED---Carlisle Place

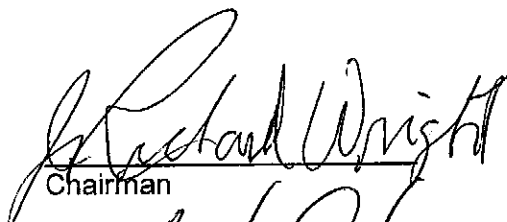
OUTSTANDING LETTERS OF CREDIT---None

OTHER BUSINESS

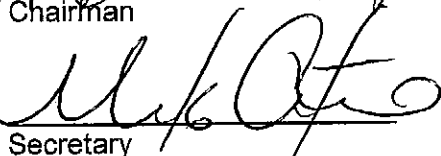
- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report to the Planning Commission.
- Staff Report, Kevin Rush: Planning Director Rush stated that a surveyor had come to his office to discuss a simple subdivision. It would contain one lot (with an existing house) being divided off a larger farm. The question that Planning Director Rush raised was the lack of all signature blocks. Director Rush stated that he wanted to make sure that only the three signature blocks (owner, surveyor, and approval for recording) are required when the subdivision was dividing an existing house from a larger tract. Mike Atwood stated that he had signed plats with only three signature blocks. Staff asked about the administrative approval process. Chairman Wright explained that former Director Jon Ward administratively approved one and two lot plats that fully complied with the subdivision regulations. Phil Wilbourn stated that it would be good for all plats to be brought to the Planning Commission for the next few months as Planning Director Rush learns how the Planning Commission handles various situations. Planning Director Rush stated that he would bring all plats to the commission.

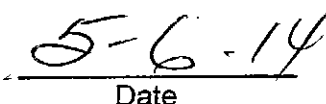
With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, May 6, 2014 at 6:30 p.m. at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MARCH 4, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, March 4, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman John Donnelly, Phil Wilbourn, Jim Martin, Leslie Sullins, Jere Mason and Secretary Mike Atwood. Members Dale Moss and Kay Detwiler were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Randy Jones, Skip Bartlett, Herald Citizen Reporter Brittany Stovall, Patty Wells, Kenneth Wells, Rob Harrison, and Doug Little.

AGENDA APPROVED

The February 4, 2014 agenda was accepted by mutual consent.

FEBRUARY 4, 2014 MINUTES APPROVED

Jim Martin moved to approve the February 4, 2014 minutes as presented. Motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, PATTY WELLS PROPERTY

Kenneth Wells and Patty Wells, 4676 Dunn Road, Baxter, TN 38544, (931) 979-0162 were in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 to the Planning Commission for consideration. The plat consists of two (2) lots on approximately 4.96 acres located off Burgess Falls Road on Dunn Road in the 8th Civil District (tax map 111, parcel 045.01). The plat depicts an existing house on proposed lot one (1) of approximately 0.46 acres. The existing home is sited approximately 20 feet over the front setback requirement. Tax records indicate this structure was built in 2010. Mr. Wells stated that all permits were obtained prior to construction. This property was a tract that had not been previously platted, and no setbacks were applied. Proposed lot two (2) is vacant of a residential structure, depicting a barn on the property and consisting of approximately 4.50 acres. The proposed lots are served by an existing two-inch (2") water line running along Dunn Road. Aerial imagery from 2010 revealed three (3) residences on the property. Ms. Wells stated that two of the structures had been removed and all that remained was the house as depicted on proposed lot one (1). Ms. Wells provided a Certificate of Completion of Subsurface Sewage Disposal System from the State of Tennessee Department of Environment and Conservation, Division of Ground Water Protection depicting the locations of existing septic systems and field lines. Also, a Certificate of Verification was provided from TDEC stating intention to build a residence on the vacant lot two (2) and a subsurface sewage disposal system existing on said property which will receive wastewater from the proposed structure. The plat was noted stating "Lots 1 & 2 have not been evaluated pursuant to this plat review for a SSD system and plat approval does not constitute approval of these lots or the existing systems." Also the plat was noted stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." Kenneth Wells addressed the Planning Commission, stating that there were two (2) septic systems on proposed lot one (1). He stated that they planned to connect both septic tanks and utilize existing field lines from one of the systems. Mr. Wells stated that field lines for the existing house on lot one (1) did run onto the boundaries of lot two (2). Mr. Wells stated that these lines would be abandoned when the tanks were connected. Mr. Wells further stated that they planned to construct a new home more toward the center of proposed lot two (2), and they would not be utilizing the existing septic system there, because it is too close to Dunn Road right-of-way. Staff Planner explained that he had understood that the existing septic system for lot two (2) would be utilized from the documentation

provided from TDEC. Staff recommended that lot two (2) be evaluated for a SSD system, and the notation about septic evaluations be changed due to the stated location of new construction of the lot. Note that Certificate for TDEC will be added to plat. After discussion, a motion was made by John Donnelly to approve the Patty Wells Property plat, subject to soils evaluations for proposed lot two (2), with a variance granted to setback encroachment on lot one (1). The motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, CARLISLE PLACE

Surveyor Skip Bartlett was in attendance to present a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 for Doug Stewart, 1218 Buckingham Place, Cookeville, TN 38501, (931) 544-3849 to the Planning Commission for consideration. The plat consists of eight (8) lots on approximately 4.61 total acres located at the intersection of Plunk Whitson Road and Carlisle Road in the 7th Civil District (tax map 029, p/o parcels 075.00 and 075.05). The proposed lots are served by an existing eight-inch (8") water line running along Plunk Whitson Road and an existing six-inch (6") water line running along Carlisle Road. Two (2) fire hydrants were depicted on the plat to serve the proposed lots, meeting all distance requirements. Remaining portion of the two parcels creating the lots is over five (5) acres with road frontage on Carlisle Road, and exempt from platting requirements. All proposed lots meet minimum lot size criteria. Planning Commission Engineer Patrick Rinks discussed the certificate concerning fire hydrant installation. Rinks did not anticipate any issues due to the eight-inch (8") water line along Plunk Whitson Road. Surveyor Skip Bartlett stated that Mr. Stewart did have an engineer he had used in the past to sign the certificate. Staff Planner recognized no deficiencies and recommended approval. John Donnelly made a motion to grant preliminary approval to Carlisle Place. The motion was seconded and passed unanimously with Chairman Wright abstaining.

DISCUSSION CONCERNING OLD RIDGE ROAD

Staff Planner presented an issue with Old Ridge Road and the Putnam County Road Inventory to the Planning Commission. Putnam County Chief Highway Administrator Randy Jones was also in attendance to discuss the issue. Currently, Old Ridge Road is listed on the January 2014 Putnam County Road Inventory as follows:

ROAD NAME	ROW	SURTYPE	SURWID	CL	LG	CONDT	DATE	FUNCTION	ST	LOCATION	TRIMS		TYPE	OTHER
Old Ridge Road	34	Tar/chip	12	3	0.14	Good	2005	Deadend	0	Southeast	A423	W31	Local	From Glade Creek Rd. East
Old Ridge Road	34	Tar/chip	10	4	0.14	Good	2005	Deadend	1	Southeast	A423	A423	Local	Glade Creek
Old Ridge Road	34	Undev	10	4	0.47	Poor	1990	Deadend	1	Southeast	A423	W-31	Local	Glade Creek

Staff Planner explained that Plateau Properties had submitted a sketch plat for eight (8) lots proposed along Old Ridge Road, proposed from the eastern portion of Old Ridge Road extending from White County and Cumberland County. Rob Harrison and Doug Little were in attendance to represent Plateau Properties. Staff Planner had visited the site with Putnam County Chief Highway Administrator Randy Jones to view this portion of Old Ridge Road. This section of road is tar and chip and has been maintained by the Putnam County Highway Department. The section was approximately 0.60 miles long. Putnam County Chief Highway Administrator Randy Jones explained that Old Ridge Road was a County Road, formerly known as Sam's Gap Road. Jones felt the current list was in error, and did not reflect the correct measurements for Old Ridge Road. Putnam County Chief Highway Administrator Randy Jones proposed an amendment to the road list to accurately reflect what Putnam County maintained. The amended Road Inventory for Old Ridge Road is as follows:

ROAD NAME	ROW	SURTYPE	SURWID	CL	LG	CONDT	DATE	FUNCTION	LOCATION	TYPE	OTHER
Old Ridge Road	34	Tar/chip	12	3	0.60	Good	2005	Deadend	Southeast	Local	From Hwy. 70 S
Old Ridge Road	34	Tar/chip	10	4	0.14	Good	2005	Deadend	Southeast	Local	From Glade Creek Road
Old Ridge Road	34	Undev	10	4	0.60	Poor	1990	Deadend	Southeast	Local	Between the Tar/Chip on each end

Staff Planner explained that the Plateau Properties proposal would be exempt from subdivision regulations due to all proposed lots being over five (5) acres, with road frontage on a county road, Old Ridge Road. This would also require no new utility installation as West Cumberland Utility District maintains a four-inch (4") water line running to the terminus of what was considered county maintained

road. Staff Planner further explained that the Planning Commission did not need to make a formal recommendation concerning Old Ridge Road, due to this being a substandard road. The issue was being interpreted as an error on the road list by Putnam County Chief Highway Administrator Randy Jones. Staff Planner wanted the Planning Commission to be aware of the proposed tracts by Plateau Properties due to the history with Sam's Gap Road, now known as Old Ridge Road. Mr. Jones stated that he would bring the corrected road list to the Putnam County Commission for consideration at the next available County Commission meeting. Staff Planner stated he had forwarded this to the Putnam County Executive's Office to be included on the March 2014 County Commission agenda. No action was taken by the Planning Commission.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner granted administrative approval to the following plat(s):

Final Plat for Sandra McCall Division

February 3, 2014

Surveyor Larry Jackson, Jackson Surveying, 4874 Skyview Drive, Cookeville, TN 38501, (931)526-3657 provided a plat for Sandra McCall, 2039 Gainesboro Highway, Baxter, TN 38544, (615) 670-1740 for consideration. The plat consists of two (2) lots on approximately 4.24 acres located off Highway 56, north of the intersection of Highway 56 and Hulon Ferrell Road in the 18th Civil District (tax map 029, parcels 050.01 and 053.00). The plat depicts an existing home on proposed lot one (1) of approximately 2.73 acres. The home is sited within required building setbacks. Proposed lot two (2) of approximately 1.52 acres is a vacant lot. The purpose of the plat is a redivision between two existing parcels, adjusting a lot line between the two tracts. Proposed lot one (1) has an existing septic system. Proposed lot two (2) was evaluated and approved for a three (3) bedroom subsurface septic disposal system. The properties are served by an existing two-inch (2") water line running along Highway 56. Staff Planner recognizes no deficiencies and grants administrative approval.

Final Subdivision Plat, Dan Ealey Property

February 14, 2014

Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 provided a plat for Dan Ealey, PO Box 88, Cookeville, TN 38503, (931) 979-9083 for consideration. The plat consists of one (1) lot of approximately 2.08 acres located on Buck Mountain Road in the 5th Civil District (tax map 042, parcel p/o 086.00). The proposed lot is a vacant lot served by an existing six-inch (6") water line running along Buck Mountain Road. The property was evaluated and approved for a subsurface sewage disposal system. Remaining acreage is over five (5) acres with road frontage on Buck Mountain Road and exempt from platting requirements. Staff Planner recognizes no deficiencies and grants administrative approval.

Final Plat for David Overstreet Property

February 21, 2014

Chris Vick, Vick Surveying, 2772 Hidden Cove Road, Cookeville, TN 38506, (931) 372-1286 provided a final plat for Timothy J. Overstreet, 3436 Poplar Grove Road, Cookeville, TN 38506, (615) 971-9671 for consideration. The plat consists of two (2) lots on approximately 5.53 acres located off Highway 70 on Poplar Grove, north of the intersection of Lake Pointe Drive and Poplar Grove Road in the 3rd Civil District (tax map 067, parcel 072.00). Proposed lot one (1) consists of approximately 4.56 acres and depict an existing house and shed, sited within required setbacks. Proposed lot two (2) is a vacant lot consisting of approximately 0.97 acres. The proposed lots are served by an existing six-inch (6") water line running along Poplar Grove Road. A septic easement site for installation of a subsurface sewage disposal is depicted north of proposed lot two

(2) for installation of septic system. The property was submitted for consideration for a one (1) lot subdivision at the February 4, 2014 meeting. The property owner has redesigned the proposal to meet lot size requirements of the subdivision regulations. The septic easement area from the original plat consideration is included on the redesigned plat. Staff Planner recognizes no deficiencies and grants administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

None

OUTSTANDING LETTERS OF CREDIT

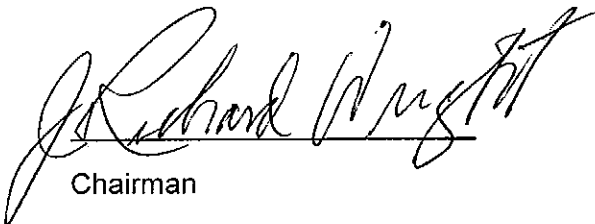
None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report to the Planning Commission.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward reported to the Planning Commission that he had resigned his position as Planning Director effective March 7, 2014. Ward thanked the commission members for the time he was able to serve as the Planning Director for Putnam County.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, April 1, 2014 at 6:30 PM at the Putnam County Library.


Chairman

4/1/2014
Date


Secretary

4-1-14
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 4, 2014**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, February 4, 2014 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Phil Wilbourn, Dale Moss, Leslie Sullins, and Secretary Mike Atwood. Vice-Chairman John Donnelly, Kay Detwiler, Jim Martin and Jere Mason were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Herald Citizen Reporter Brittany Stovall, T. J. Overstreet, David Murrell and Don Woodward.

AGENDA APPROVED

The February 4, 2014 agenda was accepted by mutual consent.

DECEMBER 3, 2013 MINUTES APPROVED

Leslie Sullins moved to approve the December 3, 2013 minutes as presented. Motion was seconded and approved unanimously.

DISCUSSION CONCERNING MEMBERSHIP

Chairman Wright addressed the Planning Commission concerning Ms. Leslie Sullins' recent appointment to the City of Cookeville's Planning Commission. Chairman Wright informed the Planning Commission that after discussion with staff, there were no regulations to preclude Ms. Sullins in serving in both capacities. Ms. Sullins expressed her willingness to continue to serve on the Putnam County Regional Planning Commission.

CONSIDERATION OF FINAL PLAT, HOPEWELL ROAD DIVISION, PHASE II

David Murrell, 253 Durant Street, Cookeville, TN 38506 was in attendance to represent a plat prepared by Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263, owner listed as wife Reta Jo Murrell, 253 Durant Street, Cookeville, TN 38506 to the Planning Commission for consideration. The plat consists of one (1) lot on approximately 0.81 acres located off Old Baxter Road on Hopewell Road in the 17th Civil District (tax map 087, p/o parcel 013.00). The plat depicts a mobile home on the property, located within required building setbacks. The property is served by an existing four-inch (4") water line running along Hopewell Road. The mobile home depicted on the plat has just been moved onto the property, and the proposed lot has yet to be evaluated for subsurface septic disposal. No issues are anticipated with soils evaluations due to acceptable soils conditions existing with previous SSD evaluations on the property. The original tract as purchased by Murrell consisted of approximately 7.44 acres. Murrell provided a plat, Hopewell Road Division, which was administratively approved on September 20, 2013 to subdivide an existing home from the original tract. Murrell has now presented a second plat to subdivide another lot. Staff Planner discussed future plans for the remaining acreage, and Murrell provided a sketch plat showing four additional lots possibly planned for the property. This would be a total of six (6) lots on the 7.44 acre tract. The first two (2) lots as presented are exempt from fire protection requirements, but with the proposal of a third lot, this would be subject to fire protection requirements. The water line along Hopewell Road is a four-inch (4") water line, and will not support fire hydrant installation. Staff Planner did discuss options of installing sprinkler systems with any future construction on the property. The original Hopewell Road Division was to subdivide an existing home that did not have a sprinkler system installed. The second plat, Hopewell Road Division, Phase II is to subdivide a mobile home with no sprinkler system. Staff Planner would recommend approval of the Hopewell Road Division, Phase II, subject to favorable soils evaluations, as this lot would be the second lot of the property, and exempt from the fire hydrant requirement. Staff Planner also recommended that the Planning Commission consider sprinkler installation in lieu of fire hydrant for future new construction and further subdivision of property for the additional four planned lots. Staff Planner explained that Mr. Murrell had constructed a

cabin onto lot three (3) as shown on the provided sketch plat. Mr. Murrell has stated that he would install a residential sprinkler system in the cabin and on any future construction on the property. Planning Commission members discussed the issue with future development of the property and fire protection requirements. Members asked if any of the future lots would be used for mobile homes as these could not be sprinkled. Mr. Murrell stated that all new construction would be stick built. Staff Planner also inquired about access for lot six (6) as depicted on the sketch plat, as topography may limit access; however this was difficult to determine as no lots included with the sketch plat were marked. Mr. Murrell stated that access could be obtained without any problems. After discussion, members asked if the proposed subdivision before them met requirements. Staff Planner stated the Hopewell Road Division, Phase II did meet subdivision regulation requirements, and recommended approval, subject to soils. A motion was made by Mike Atwood to grant final approval of the one (1) lot subdivision plat, Hopewell Road Division, Phase II, subject to soils approval of soils evaluations, with the indication that any future subdivision of property would require water line improvement and fire hydrant installation or sprinkler system installation for future construction. The motion was seconded and passed unanimously. Any future development would be considered at that time.

Information from the first administratively approved lot is included below:

Hopewell Road Division

September 20, 2013

Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 provided a plat for Reta Jo Murrell, 253 Durant Street, Cookeville, TN 38506, (865) 235-5242 for consideration. The plat consists of one (1) lot of approximately 0.58 acres located off Old Baxter Road on Hopewell Road in the 17 Civil District (tax map 087, p/o parcel 013.00). The plat depicts an existing home and building on the proposed lot, sited within required building setbacks. The property is served by an existing four-inch (4") water line running along Hopewell Road. The proposed lot has an existing septic system and the plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system. Staff Planner recognizes no deficiencies and grants administrative approval.

CONSIDERATION OF FINAL PLAT, DAVID OVERSTREET LOT

Timothy J. Overstreet, 3436 Poplar Grove Road, Cookeville, TN 38506, (615) 971-9671 was in attendance to present a plat prepared by Chris Vick, Vick Surveying, 2772 Hidden Cove Road, Cookeville, TN 38506, (931) 372-1286 to the Planning Commission for consideration. The plat consists of one (1) lot on approximately 0.48 acres located off Highway 70 on Poplar Grove, north of the intersection of Lake Pointe Drive and Poplar Grove Road in the 3rd Civil District (tax map 067, p/o parcel 072.00). The proposed lot is a flag lot with 25 feet of road frontage on Poplar Grove Road extending approximately 213 feet before opening up into the lot. The proposed lot is served by an existing six-inch (6") water line running along Poplar Grove Road. Soils evaluations for the lot were insufficient, and the property owner has reserved a septic easement site for installation of a subsurface sewage disposal on remaining property adjacent and north to the proposed lot. Remaining acreage is over five (5) acres and exempt from platting requirements. Subdivision regulations require a minimum of one-half acre (21,780 sq. ft.) building site at the end of the driveway/utility strip of the flag lot. The proposed lot is approximately 0.14 acres (6,196 sq. ft.) less than the required area when the utility strip is subtracted from the building site acreage. The current property owners obtained the property from parents. The purpose of the subdivision is to split a residential building lot from the existing home and acreage and construct a smaller home for Mr. T.J. Overstreet's parents to live. The subdivision was proposed as such to avoid dropping the remaining acreage below five (5) acres, which would have required the entire property to be platted, incurring further expense. This proposal would require a variance of approximately 28% of the required area. Mr. Overstreet explained that his family was moving into his parent's home. Staff Planner explained the deficiencies in lot area to the Planning Commission, and recommended that the lot be redesigned to meet minimum lot standards as no conditions existed justifying a variance to the regulations. Staff Planner further discussed minimum lot

size requirements for flag lots versus traditional lots, and discussed if the Planning Commission wanted to revisit flag lot size standards. This would require the entire parcel to be surveyed and a two (2) lots subdivision plat presented for consideration, which would mean more expense for Mr. Overstreet. Members discussed if the proposed lot had sufficient size for home construction. After discussion, a motion was made by Mike Atwood to approve the David Overstreet Lot plat as presented. The motion was seconded. After further discussion, Mike Atwood withdrew his motion. A motion was then made by Mike Atwood to approve the plat, subject to the proposed lot being redesigned to meet minimum lot size requirements. The motion was seconded and approved unanimously. All agreed that the Plat could be approved administratively.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner granted administrative approval to the following plat(s):

Final Plat for Resubdivision of lot 25, 26, 27, 28 of the 4-M's Subdivision

December 5, 2013

Surveyor Larry Jackson, Jackson Surveying, 4874 Skyview Drive, Cookeville, TN 38501, (931)526-3657 provided a plat for Danny West, 6720 & 4004 Putnam Street, Baxter, TN 38544, (931) 261-8020 for consideration. The plat consists of two (2) lots on approximately 2.03 acres located at the corner of Baxter Road and Putnam Street in the 16th Civil District (tax map 086D, group B, parcels 010.00, 011.00, and 013.00). The plat depicts existing homes on both proposed lots one (1) and two (2), both sited within required building setbacks. Both lots have existing septic systems and the plat was noted stating "Lot #1 & 2 have not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of this lot or the existing systems." The lots are served by a six-inch (6") water line running along Putnam Street and Baxter Road. The purpose of the plat is to combine four previously platted lots into two lots. Staff Planner recognizes no deficiencies and grants administrative approval.

Re-Subdivision of Lots 8, 9, & 10, Deerfield Pointe Subdivision

December 11, 2013

Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 provided a final plat for Michael Jennings, 3614 Brookstone Drive, Cookeville, TN 38506, (931) 261-4545 for consideration. The plat consists of one (1) lot of approximately 1.936 acres located off Ditty Road on Dogwood Drive in the 16th Civil District (tax map 094B, group A, parcels 008.00, 009.00, and 010.00). The lot is a vacant lot. The purpose of the plat is to combine three existing lots in the Deerfield Pointe Subdivision into one lot. The property is served by an existing six-inch (6") water line running along Dogwood Drive. The three previous lots were approved for subsurface sewage disposal systems. No additional evaluation of the proposed combined lot was required. The plat was noted stating the three lots were previously approved for subsurface sewage disposal systems. Staff Planner recognizes no deficiencies with the plat and grants administrative approval.

The Redivision of Lots 50-52, Hickory Flatts (E-126A)

December 23, 2013

Surveyor Taylor Dillehay, Whittenburg Land Surveying, 214 E. Stevens St., Cookeville, TN 38501, (931) 528-5263 provided a plat for Scott and Christina Reising, 1820 Bradshaw Blvd, Cookeville, TN 38506, (931) 372-0405, Jack and Carol Kinney, 1860 Bradshaw Blvd, Cookeville, TN 38506, and Larry and Regina Mason, 1541 Goff Lane, Livingston, TN 38570 for consideration. The plat consists of two (2) lots on approximately 2.80 acres located off Old Sparta Road and Bob Bullock Road in Hickory Flatts Subdivision in the 2nd Civil District (tax map 096K, group B, parcels 056.00, 057.00, and 058.00). The plat depicts existing homes on lots 50 and 52, and both homes are sited within required building setbacks. The purpose of the plat is to subdivide lot 51 dividing the property and combining this with lots 50 and 52. The properties are served by an existing six-inch (6") water line running along Bradshaw Blvd.

Both lots have existing septic systems and were not reevaluated for SSD systems. Staff Planner recognized no deficiencies and granted administrative approval.

Livingston Division

November 20, 2013

Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 provided a final plat for Gregory James Livingston, 354 Pine Valley Road, Cookeville, TN 38506 for review. The plat consists of one (1) lot of approximately 4.085 acres located off Highway 136 and Village Road on Pine Valley Road in the 15th Civil District (tax map 018, parcel 036.02, p/o parcel 036.00). The plat depicts an existing one-story frame home with basement, sited within required building setbacks. The home has an existing septic system and the plat was noted stating "This lot has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system." The purpose of the plat is to sever approximately 0.492 acres from the lands of Leslie King Limited Partnership and include it with the current property of Gregory James Livingston and wife, Lisa Kay. The remaining lands of Leslie King Limited Partnership consist of more than five (5) acres. The property is served by an existing two-inch (2") water line running along Pine Valley Road. Staff Planner recognizes no deficiencies and grants administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

None

OUTSTANDING LETTERS OF CREDIT

None

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report to the Planning Commission.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had nothing further to report to the Planning Commission.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Tuesday, March 4, 2014 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

PUTNAM PLANNING COMMISSION
January, 2014

There was no meeting held for the month of January, 2014.